



महाराष्ट्र प्रशासकीय न्यायाधिकरण

कार्यालयाची

माहितीचा अधिकार, २००५

अंतर्गत

१ ते १७ बाबींची माहिती



अनुक्रमणिका

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	१०. महाराष्ट्र प्रशासकीय न्यायाधिकरणात कॅवेट दाखल करण्यासाठी केलेला विहित नमुना (<u>FORMAT OF CAVEAT</u>)	८० ते ८१
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	१५. माहितीचा अधिकार अधिनियम, २००५ कलम १९(३) खालील अपील (दुसरे अपील)	८६
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	१८ महाराष्ट्र प्रशासकीय न्यायाधिकरण, औरंगाबाद कार्यालयात दाखल करण्यात आलेल्या याचिकांचे जानेवारी, २०१० ते नोव्हेंबर, २०१० पर्यंतचे विवरणपत्र	८९

महाराष्ट्र प्रशासकीय न्यायाधिकरण, मुंबई या कार्यालयाची माहितीचा अधिकारी २००५
अंतर्गत १ ते १७ बाबींची माहिती.

कलम ४(१) (ख) (एक)

कलम ४(ख) (एक) महाराष्ट्र प्रशासकीय न्यायाधिकरण, मुंबई या कार्यालयाची रचना, कार्य व कर्तव्य यांचा तपशील.

कार्यालयाचे नांव	महाराष्ट्र प्रशासकीय न्यायाधिकरण, मुंबई
पत्ता	शासकीय कुटीर क्र. ३ व ४, फ्री प्रेस जर्नल मार्ग, मंत्रालयासमोर, नरीमन पॉईंट, मुंबई - ४०० ०२९.
कार्यालय प्रमुख	श्रीयुत सुरेश कल्याणराव जोशी, प्रबंधक, म.प्र.न्या., मुंबई
शासकीय विभागाचे नांव	महाराष्ट्र प्रशासकीय न्यायाधिकरण
कोणत्या मंत्रालयातील खात्याच्या अधिनस्त	सामान्य प्रशासन विभाग, कार्यासन क्र.३८, मंत्रालय, मुंबई - ४०० ०३२.
विशिष्ट कार्य	महाराष्ट्रातील शासकीय कर्मचाऱ्यांच्या सेवाविषयक प्रकरणांचा न्यायनिवाडा करणे.
विभागाचे ध्येय धोरण	Quick expeditious adjudication of disputes between Government of Maharashtra and its employees, and to extend the jurisdiction to local bodies and state sector undertaking.
धोरण	(1) To act as a fair & Imperial Arbiter between employees and the employer. (2) To see that the remedies are provided at a reasonable cost and with the least possible delay. (3) Ensure effective compliance of the decision within a reasonable time frame.
इमारती व जागेचा तपशील	१. महाराष्ट्र प्रशासकीय न्यायाधिकरण, मुंबई हे कार्यालय शासकीय कुटीरामध्ये चालविण्यात येत असून सदर जागा एकूण ६००० चौरस फुट इतकी आबंटित करण्यात आली आहे. २. मप्रन्या, नागपूर कार्यालय पहिल्या मजल्यावर स्थित आहे. ३. मप्रन्या, औरंगाबाद कार्यालय दुसऱ्या मजल्यावर स्थित आहे.
उपलब्ध सेवा	महाराष्ट्रातील शासकीय कर्मचाऱ्यांच्या सेवाविषयक बाबींचे जलदगतीने निवारण केले जाते.
कार्यालयीन दूरध्वनी क्रमांक व वेळा	(०२२) २२०२९७५२ / (०२२) २२०२३९८५ (०२२) वेळ :- सोमवार ते शनिवार सकाळी १०.०० ते संध्याकाळी ०५.३०
साप्ताहिक सुट्टी व विशिष्ट सेवेसाठी ठरविलेल्या वेळा	रविवार तसेच दुसरा व चौथा शनिवार, शासकीय सुट्ट्या, उन्हाळी सुट्टी, दिवाळी सुट्टी व नाताळाची सुट्टी विशिष्ट सेवेसाठी वेळ ठरविलेली नाही.

महाराष्ट्र प्रशासकीय न्यायाधिकरण, मुंबई या कार्यालयाचे अधिनस्त कार्यालयांची रचना :-

अ.क्र.	विभागाचे नांव	जिल्हा	अधिनस्त कार्यालये
१.	महाराष्ट्र प्रशासकीय न्यायाधिकरण	मुंबई	महाराष्ट्र प्रशासकीय न्यायाधिकरण, शासकीय कुटरी क्र. ३ व ४, फ्री प्रेस जर्नल मार्ग, मंत्रालयासमोर, नरीमन पॉईंट, मुंबई-४०००२१.
		नागपूर	महाराष्ट्र प्रशासकीय न्यायाधिकरण, पहिला मजला, नविन प्रशासकीय इमारत, सिव्हिल लाईन्स, विक्रीकर कार्यालया जवळ, नागपूर-४४० ००१.
		औरंगाबाद	महाराष्ट्र प्रशासकीय न्यायाधिकरण, दुसरा मजला, जुने उच्च न्यायालयाची इमारत, अदालत रोड, औरंगाबाद-४३१ ००५.

कार्य व कर्तव्य :-

Maharashtra Administrative Tribunal is a Judicial body. It decides the cases instituted by or against the Government of Maharashtra by its employees in respect of disputes on service matters. In this connection, Section 15 which deals with Jurisdiction, Powers and Authority of State Administrative Tribunals reads as under:

- (1) Save as otherwise expressly provided in this Act, the Administrative Tribunal for a State shall exercise, on and from the appointed day, all the jurisdiction, powers and authority exercisable immediately before that day by all courts (except the Supreme Court) in relation to –
 - (a) recruitment, and matters concerning recruitment, to any civil service of the State or to any civil post under the State;
 - (b) all service matters concerning a person (not being a person referred to in clause (c) of this sub-section or a member, person or civilian referred to in clause (b) of sub-section (1) of Section 14) appointed to any civil service of the State or any civil post under the State and pertaining to the service of such person in connection with the

affairs of the State or of any local or other authority under the control of the State Government or of any corporation (or society) owned or controlled by the State Government;

- (c) all service matters pertaining to service in connection with the affairs of the State concerning a person appointed to any service or post referred to in clause (b), being a person whose services have been placed by any such local or other authority or corporation (or society) or other body as is controlled or owned by the State Government, at the disposal of the State Government for such appointment.

कलम ४ (१) (ख) (दोन)

महाराष्ट्र प्रशासकीय न्यायाधिकरणातील पदाधिकारी, अधिकारी व कर्मचारी यांचे अधिकार व कर्तव्याचा तपशील :-

<p>मा. अध्यक्ष, महाराष्ट्र प्रशासकीय न्यायाधिकरण, मुंबई यांचे अधिकार व कर्तव्ये :-</p>	<p>As per provisions of Section 5 of Administrative Tribunals Act, 1985, the Chairman of Maharashtra Administrative Tribunal -</p> <p>(a) may, in addition to discharging the functions of the Judicial Member or the Administrative Member of the Bench to which he is appointed, discharge the functions of the Judicial Member or, as the case may be, the Administrative Member of the Bench;</p> <p>(b) may transfer the Vice-Chairman or other Member from one Bench to another Bench;</p> <p>(c) may authorize the Vice-Chairman or the Judicial Member or the Administrative Member appointed to one Bench to discharge also the functions of the Vice-Chairman or, as the case may be, the Judicial Member or the Administrative Member of another Bench;</p>
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(d) may, for the purpose of securing that any case or cases which, having regard to the nature of the questions involved, requires or require, in his opinion or under the rules made by the Central Government in this behalf, to be decided by a Bench composed of more than two Members;

(e) Chairman either himself or may authorize any other Member by issuing an order to function as a Bench consisting of a single Member and exercise the jurisdiction, powers and authority of the Tribunal in respect of such classes of cases or such matters pertaining to such classes of cases as the Chairman may by general or special order specify:

As per Section 25 of the Administrative Tribunals Act, 1985, the Chairman on the application of any of the parties and after notice to the parties, and after hearing such of them as he may desire to be heard, or on his own motion without such notice may transfer any case pending before one Bench for disposal to another Bench.

As per Section 26 of the Administrative Tribunals Act, 1985, the Chairman is having power either to hear himself or refer the case to other Members for hearing the case on such point where the Members of the Division Bench are of difference of opinion.

As per Section 12 of the Administrative Tribunals Act, 1985 and as per provisions of Maharashtra Administrative Tribunal (Financial & Administrative Power) Rules, 1991, the Chairman is having power to exercise all the financial and administrative powers which are vested in the Secretary of a Ministerial Department of the State Government.

	<p>As per provisions of Rule 27 and 28 of the Maharashtra Administrative Tribunal (Procedure) Rules, 1988, the Chairman is having power to fix the sitting hours of Tribunal and working hours of the Tribunal.</p> <p>As per provisions of Rule 29 and 30 of the Maharashtra Administrative Tribunal (Procedure) Rules, 1988, the Chairman is having power to issue orders to the Registrar, Maharashtra Administrative Tribunal and assign the work as he deems fit.</p> <p>As per provisions of Rule 33 of the Maharashtra Administrative Tribunal (Procedure) Rules, 1988, the Chairman is having power to specify the dress of Chairman, Vice-Chairman and Members and staff members of the Tribunal.</p>
<p>महाराष्ट्र न्यायाधिकरणाची अधिकारीता :-</p> <p>प्रशासकीय न्यायिक</p>	<p>Maharashtra Administrative Tribunal decides the disputes on following subjects by sitting as Single Bench.</p> <p>Consolidated list of the subjects coming within the jurisdiction of Singly Bench. :-</p> <ol style="list-style-type: none"> a. Change of date of birth. b. Transfer/posting on transfer which includes retransfer or repatriation or implementation of transfer. c. Entry(s) in character rolls made otherwise than as a measure of penalty under Maharashtra Civil Services (Classification, Control and Appeal) Rules, 1979. d. Allotment of Government accommodation and eviction therefore under the orders of an executive authority on transfer or termination of service. e. Fixation of pay in a prescribed pay scale in accordance with rules or regulations, resolutions or decisions of the Government. f. Claims pertaining to grant/refusal of

leave, determination of nature of leave, affixing or suffixing holidays/vacations to leave period, conversion of leave of one kind into another.

g. Money claims pertaining to Medical Reimbursement. Leave Encashment while in service, Leave Travel Concession and Overtime Allowance, Delayed Wages and/or Allowance while in service or on Suspension and Money Claims arising out of rules, resolutions and regulations.

h. Crossing of Efficiency Bar.

i. Claim due on account of stagnation at a stage in pay scale.

j. Family Pension, Grant/Refusal thereof (not involving the question of inheritance or devolution under personal law) and quantum of pension amount as per rules, regulations and decisions.

k. Grant or Refusal to grant/advances/loans.

l. Disputes regarding recoveries purporting to be under the Rules of Monetary claims of the Government including these of overpayments, loss to Government or its property, unauthorized use of Government property or Government vehicle, misappropriation of moneys due to Government.

m. All disputes or matters pertaining to the appointment, renewal of appointment, payment of honorarium, penalties imposed for neglect of duty including suspension, removal and dismissal et., in respect of Police Patils and other statutory lower tenure post of the type to be filled in by District or sub Divisional authorities in District.

n. Omission in fixation/determination/ payment of provisional pension/pension/pensionary benefits and amount of interest on delayed

payments thereof.

o. Disputes regarding penalty of reduction of pension in cases not involving misappropriation of Government money or moneys due to Government or moneys pay to the Government agency or in cases not involving conduct involving a crime or moral turpitude or failure to refund to the Government amount overpaid to the Government servant or otherwise due from him to the Government.

p. All matters pertaining to penalties under any enactment or rules except the following :-

Dismissal from service.

Removal from service.

Compulsory Retirement from service by way of punishment only. But this would not include premature or compulsory retirement under any rule after completion of specified service.

Reduction in rank for a period exceeding three years.

Debarring an employee for promotion permanently.

q. All the matters in which validity of suspension determination of suspension period and the claim of payment during the period of suspension.

r. Refusal of stagnation benefit with or without reason. This would include refusal to grant benefit of time bound promotion scheme or any other similar such scheme.

s. Refusal to confirm permanency benefits with or without reason.

t. Refusal of advance increments with or without reason.

	<p>All other matters are to be decided by Division Bench of Maharashtra Administrative Tribunal.</p> <p>If a serious law point is involved then Chairman can constitute a Full Bench consisting of 3 or more Members.</p>
<p>मा. उपाध्यक्ष, महाराष्ट्र प्रशासकीय न्यायाधिकरण, मुंबई यांचे अधिकार व कर्तव्य :-</p>	<p>1) To decide all the cases transfer to him by Chairman.</p> <p>2) To decide the cases as the Member of Division Bench and Single Bench as the case may be.</p> <p>3) To exercise the power vested in him as per Section 30 of the Administrative Tribunals Act, 1985.</p> <p>4) To exercise all powers delegated to him by Chairman.</p>
<p>मा. सदस्य, महाराष्ट्र प्रशासकीय न्यायाधिकरण, मुंबई यांचे अधिकार व कर्तव्य :-</p>	<p>To decide the cases transferred to their Bench by Hon'ble Chairman.</p>

मा. प्रबंधक, महाराष्ट्र प्रशासकीय न्यायाधिकरण, मुंबई यांचे अधिकार व कर्तव्य :-

<p>प्रबंधक :- श्रीयुत सु.क. जोशी</p> <p>१. प्रबंधक हे कार्यालय प्रमुख असून ते पदसिद्ध अधिकारी असल्याने त्यांचे कादेशीर अधिकारात महाराष्ट्र प्रशासकीय न्यायाधिकरणाचे सर्व अभिलेख, तसेच मालमत्ता राहिल, तसेच सर्व नोंदवहया, लेखापुस्तके त्यांच्या नियंत्रणाच्या अधिन राहून वापरण्यात येईल व त्यावर वैधानिक ताबा प्रबंधकाचा राहिल.</p> <p>२. कार्यालयाची मोहोर प्रबंधक यांचे नियंत्रणाखाली वापरण्यात येईल.</p> <p>३. महाराष्ट्र प्रशासकीय न्यायाधिकरण कार्यप्रक्रिया नियम १९८६ च्या नियम २९ ते ३१ प्रमाणे नेमून दिलेली सर्व कर्तव्ये पार पाडणे.</p> <p>४. मा. अध्यक्ष, मा. उपाध्यक्ष, मा. सदस्य यांनी नेमून दिलेली कामे करवून घेणे व करणे.</p>

५. महाराष्ट्र प्रशासकीय न्यायाधिकरणाच्या आस्थापना, न्यायिक, ग्रंथालय, लेखा रेकॉर्ड इ. विभागावर नियंत्रण ठेवणे.

६. बाहेरून आलेले सर्व टपाल पाहून त्यावर कार्यवाहिसाठी योग्य ते आदेश करणे.

In addition to it, the Registrar to do the duties as vested in him vide Rule 29, 30 and 31 of Maharashtra Administrative Tribunal (Procedure) Rules, 1988.

उप प्रबंधक, महाराष्ट्र प्रशासकीय न्यायाधिकरण, मुंबई यांचे अधिकार व कर्तव्य :-

उप प्रबंधक :- रिक्त

१. मा. अध्यक्ष, मा. उपाध्यक्ष, मा. सदस्य, मा. प्रबंधक, यांनी विहित करून दिल्याप्रमाणे काम करणे.

२. महाराष्ट्र प्रशासकीय न्यायाधिकरणामध्ये दाखल होण्यासाठी आलेले अर्ज स्विकारणे, त्यांची संबंधितांकडून (अध्यक्ष)(न्यायिक) छाननी करून घेऊन प्रबंधकांच्या आदेशाप्रमाणे पहिली तारिख देणे.

३. मा. प्रबंधकांच्या गैरहजेरीत त्यांची कामे करणे व सर्वसाधारण नियंत्रण ठेवणे.

४. न्यायिक संदर्भातील कामाबाबत पक्षकार व वकिलांना योग्य ते मार्गदर्शन करणे.

५. नष्ट करण्याच्या नियमाप्रमाणे नष्ट करावयाच्या वस्तू नष्ट करणे.

६. मा. अध्यक्ष, मा. उपाध्यक्ष, मा. सदस्य, (महाराष्ट्र प्रशासकीय न्यायाधिकरण) यांनी पारीत केलेल्या आदेशांच्या प्रती पुढील कार्यवाहीसाठी प्रमाणित करणे.

७. मा. प्रबंधक यांनी दिलेले अधिकार नियमाप्रमाणे वापरणे.

सहाय्यक प्रबंधक, महाराष्ट्र प्रशासकीय न्यायाधिकरण, मुंबई यांचे अधिकार व कर्तव्य :-

सहाय्यक प्रबंधक :- श्रीयुत रा.ता. कोलगणे.

१. आस्थापना, लेखा व वित्त विषयक सर्व कामावर देखरेख करणे व नियंत्रण ठेवणे.

२. मा. प्रबंधकांनी आदेशीत केलेल्या आस्थापना व लेखा विषयक टपालाचे वाचन करून त्याबाबत कोणत्या प्रकारची कार्यवाही अपेक्षित आहे याबाबतचे निर्देश अधीक्षक(आस्था/लेखा) यांस देणे व त्यानुसार पुढील कार्यवाही पूर्ण करण्यात आली आहे किंवा कसे यावर लक्ष ठेवणे.

३. आवश्यकतेनुसार मा. अध्यक्ष, मा. उपाध्यक्ष, मा. सदस्य, मा. प्रबंधक, यांना आस्थापना, लेखा व वित्त विषयक प्रकरणांची योग्य प्रकारे छाननी करून टिप्पणी सादर करणे.

४. आस्थापना शाखेत तसेच लेखा शाखेत ठेवण्यात आलेल्या सर्व नोंदवहया व्यवस्थित ठेवल्या जातात का यांची ठराविक कालावधीने तपासणी करणे.

५. मा. अध्यक्ष, मा. उपाध्यक्ष, मा. सदस्य, मा. प्रबंधक, यांनी आदेश दिल्यास संदर्भाधिन टिप्पण्या शासन निर्णय, शासन परिपत्रके उपलब्ध करून देणे.

६. कार्यालयातील जडवस्तू संग्रह नोंदवहीवर नियंत्रण ठेवणे. त्यामध्ये सर्व नोंदी योग्यरित्या घेतल्या जात आहेत किंवा कसे यावर लक्ष ठेवणे.

७. मा. अध्यक्ष, मा. उपाध्यक्ष, मा. सदस्य, मा. प्रबंधक, यांनी वेळोवेळी नेमून दिलेली इतर कामे करणे.

८. वार्षिक अंदाजपत्रक तसेच चारमाहि-आठमाहि सुधारित अंदाजपत्रके, कार्यालयीन आवश्यकतेनुसार पुरवणी मागण्यांचे प्रस्ताव शासनास सादर करणेकरिता तयार करणे.

९. अर्थसंकल्पिय वितरण प्रणालीद्वारे प्राप्त झालेल्या अनुदानाचा आढावा घेऊन मुंबईसह नागपूर व औरंगाबाद कार्यालयात अनुदान वितरीत करण्याबाबतच्या सूचना मा. प्रबंधक यांचेकडून घेऊन त्यानुसार कार्यवाही करणे.

१०. सेवार्थ नमून्यात तयार करण्यात आलेली वेतन देयके तपासणे. तसेच लेखा शाखेतील इतर देयकेही तपासणे.

११. कार्यालयातील कर्मचाऱ्यांची सेवाविषयक प्रकरणे हाताळणे.

१२. मा. अध्यक्ष, मा. उपाध्यक्ष व मा. सदस्य यांचे नियुक्तीच्या वेळेस तसेच मध्ये गरज भासल्यास त्यांच्या वेतन निश्चितीचे आदेश निर्गमित करणे व सेवानिवृत्तीच्या वेळेस महालेखापाल कार्यालयास सादर करण्याकरिता सुधारित निवृत्तीवेतनाची गणना करणे.

१३. मा. अध्यक्ष, मा. उपाध्यक्ष व मा. सदस्य यांच्या नैमित्तिक रजा, अर्जित रजा याची नोंद योग्य प्रकारे करण्यात येत आहे किंवा कसे यावर लक्ष ठेवणे.

संशोधन अधिकारी, महाराष्ट्र प्रशासकीय न्यायाधिकरण, मुंबई यांचे अधिकार व कर्तव्ये :-

संशोधन अधिकारी :- रिक्त

१. मा. अध्यक्ष, मा. उपाध्यक्ष, मा. सदस्य, यांच्या आदेशानुसार न्यायालयीन कामात मदत करणे, तसेच मा. अध्यक्षांच्या आदेशाप्रमाणे काम करणे.

२. रोजचे बोर्ड तयार झाले का, ते आदल्या दिवशी पहाणे व तयार करण्याबद्दल संबंधितांना सांगून तयार करून घेणे, तसेच त्याच्या प्रती मा. अध्यक्ष, मा. उपाध्यक्ष व मा. सदस्य, यांच्या आदेशाप्रमाणे न्यायालयात पाठविण्याची व्यवस्था करणे व सूचना फलकावर लावण्याची व्यवस्था पहाणे.

३. वाचनालयावर देखरेख ठेवून मा. अध्यक्ष, मा. उपाध्यक्ष, मा. सदस्य, मा. प्रबंधक, मा. उपप्रबंधक व न्यायिक अधिकाऱ्यांना त्यांनी मागितलेले पुस्तक व संदर्भ मिळतात यावर लक्ष ठेवणे.

४. उच्च न्यायालय, मंत्रालय तसेच केंद्रिय प्रशासकीय न्यायाधिकरण यांच्याशी सतत संपर्क ठेवून असणे

५. नविन अधिनियम तयार झाल्यास ती पुस्तके प्राप्त करून न्यायालयासमोर ठेवावीत व तशा सूचना ग्रंथपाल यांना कराव्यात.
६. वेळोवेळी होणाऱ्या अधिनियमातील दुरुस्त्या प्राप्त करून त्या योग्य त्या पुस्तकात नियमात लावण्याबद्दल ग्रंथपालास सांगणे.
७. सर्वोच्च न्यायालयाच्या निर्णयाशी संदर्भ व ग्रंथालयाशी संपर्क ठेवणे.
८. महाराष्ट्र प्रशासकीय न्यायाधिकरण तसेच केंद्रिय प्रशासकीय न्यायाधिकरण व इतर राज्य प्रशासकीय न्यायाधिकरण यांच्यामध्ये दरवर्षी नविन दाखल होणारे अर्ज व दरवर्षी निकाली निघणारे अर्ज यांचे तुलनात्मक अध्ययन करून त्यासंबंधीचे टिप्पण मा. अध्यक्षांना सादर करणे.
९. प्रशासकीय न्यायाधिकरण अधिनियम व इतर कर्मचाऱ्यांच्या कामाशी संबंधित असलेले अधिनियम यांचे अध्ययन करून शासनास प्रशासकीय न्यायाधिकरणांचे काम कसे जास्त प्रभावी व हिताचे होईल यासंबंधी प्रस्ताव पाठविणे.
१०. वेगवेगळ्या प्रकाशकाकडून आलेले प्रशासकीय न्यायाधिकरण संबंधित पुस्तकांचे अवलोकन करून त्या पुस्तकांच्या खरेदीसंबंधी प्रस्ताव प्रबंधकांच्या मार्फत मा. अध्यक्षांना पाठविणे व प्रस्ताव स्विकृत झाल्यानंतर पुस्तके विकत घेण्याची व्यवस्था करणे.
११. महाराष्ट्र प्रशासकीय न्यायाधिकरणाच्या एकूण कार्यप्रणालीवर स्टडी रिपोर्ट तयार करणे व ते मा. अध्यक्षांच्या समोर अवलोकन व आदेशासाठी सादर करणे.
१२. मा. अध्यक्ष, मा. उपाध्यक्ष, मा. सदस्य, मा. प्रबंधक यांनी वेळोवेळी नेमून दिलेली इतर कामे करणे.

स्वीय सहाय्यक, महाराष्ट्र प्रशासकीय न्यायाधिकरण, मुंबई यांचे अधिकार व कर्तव्ये :-

- स्वीय सहाय्यक :- श्रीमती प्र.सु. झाडकर, श्रीयुत आ.कृ. नायर**
१. मा.अध्यक्ष, उपाध्यक्ष यांनी दिलेल्या न्यायनिर्णय व इतर आदेशांचे दिलेले डिक्टेसन त्याच दिवशी किंवा जास्तीत जास्त दुसऱ्या दिवशी भाषांतरीत करून टंकलेखित करणे.
 २. मा.अध्यक्ष, उपाध्यक्षांची व्यक्तिगत नस्ती सांभाळणे.
 ३. मा.अध्यक्ष, उपाध्यक्षांचे कार्यालयीन व खाजगी पत्रव्यवहार टंकलेखित करून देणे तसेच त्याच्या कार्यालयीन प्रती जपून ठेवणे.
 ४. मा.अध्यक्ष, उपाध्यक्षांची नैमित्तिक, अर्जित व परावर्तीत रजांचा हिशेब सांभाळणे.
 ५. मा.अध्यक्ष, उपाध्यक्षांना भेटण्यास येणाऱ्या पाहण्यांची चौकशी करून मा.अध्यक्ष, उपाध्यक्षांना भेटण्याची परवानगी मा.अध्यक्ष, उपाध्यक्षां कडून घेणे.
 ६. मा.अध्यक्ष, उपाध्यक्षांच्या आदेशाप्रमाणे आवश्यक ती इतर कामे करणे.

अधीक्षक (आस्थापना/लेखा), महाराष्ट्र प्रशासकीय न्यायाधिकरण, मुंबई यांचे अधिकार व कर्तव्ये :-

अधीक्षक (आस्था/लेखा) :- श्रीमती क.चं. जाधव

१. मा. प्रबंधक, उपप्रबंधक, सहाय्यक प्रबंधक यांच्या आदेशानुसार योग्य ते काम करणे.
२. न्यायाधिकरणाच्या आस्थापना व लेखा शाखेमध्ये काम करणाऱ्या तृतीय व चतुर्थश्रेणी कर्मचाऱ्यांच्या कामावर देखरेख ठेवणे.
३. आस्थापना व लेखा विषयक सर्व प्रकरणे हाताळणे व त्यावर योग्य ती कार्यवाही करून प्रबंधकाना सादर करणे.
४. संपूर्ण आस्थापना विषयक व प्रशासकीय तसेच लेखा विषयक कामे करणे. सर्व कर्मचाऱ्यांची सेवा पुस्तके व्यवस्थित ठेवणे. पगार देयके व्यवस्थित होत आहेत किंवा नाही यावर देखरेख ठेवणे.
५. कर्मचाऱ्यांचे (तृतीय व चतुर्थ) हजेरी पुस्तक सांभाळणे, तसेच उशिरा आलेल्या कर्मचाऱ्यांसाठी स्वतंत्र हजेरी पुस्तक ठेवणे.
६. वरिष्ठ अधिकाऱ्यांनी दिलेल्या आदेशानुसार काम करणे.
७. जडवस्तु बाबतची (डेड स्टॉक) नोंदवही प्रबंधक यांच्या निर्देशाप्रमाणे ठेवणे व कार्यालयातील सर्व वस्तूंची नोंदवही ठेवणे.
८. कर्मचाऱ्यांचे वेतन वाढीची नोंदवही व्यवस्थित ठेवणे.
९. महाराष्ट्र प्रशासकीय न्यायाधिकरण मधील सर्व गाड्यांची मोटर नोंदवही (लॉग बुक) ठेवून त्यांच्या नोंदी करणे.
१०. वाहनचालकाच्या जादा काम केलेल्या कामाची (ओवर टाईम) नोंदवही ठेवून वेळोवेळी नोंदी करणे.
११. वकीलांच्या कारकुनांची नोंदवही ठेवून त्यांची नोंद संबंधी प्रकरणे प्रबंधकांच्या समोर आदेशासाठी ठेवणे व आदेश झाल्यावर पुढील कार्यवाही करणे.
१२. कर्मचाऱ्यांची कामाची (ड्युटी लिस्ट) नोंदवही ठेवणे.

अधीक्षक (न्यायिक), महाराष्ट्र प्रशासकीय न्यायाधिकरण, मुंबई यांचे अधिकार व कर्तव्ये :-

अधीक्षक (न्यायिक) :- श्रीमती मा.प्र. मुंडये

१. न्यायिक विभागात काम करणाऱ्या कर्मचाऱ्यांवर (सहाय्यक, लिपीक, बोर्ड लिपीक) नियंत्रण ठेवणे व त्यांचेकडून काम करून घेणे.
२. महाराष्ट्र प्रशासकीय न्यायाधिकरण येथे दाखल होणारे सर्व मूळ अर्ज, किरकोळ अर्ज, बदली अर्ज, रिव्यु अर्ज आणि अवमान याचिका यांची प्रपत्राप्रमाणे तपासणी करून

स्वतःच्या अभिप्रायासहित नोंदणीसाठी उपप्रबंधक यांच्यासमोर ठेवणे.

३. न्यायालयाचे शाखेत असणाऱ्या व नियमाने नेमून दिलेल्या सर्व नोंदवहया संबंधित व्यक्तीकडून वरचेवर योग्यप्रकारे भरून घेणे तसेच त्याची वरचेवर तपासणी करणे.
४. सर्व मूळ अर्ज, किरकोळ अर्ज, बदली अर्ज, रिव्यु अर्ज, अवमान याचिका आणि अपील न्यायप्रविष्ट असलेले व न्यायनिवाडा झालेले यांचे अभिलेख तसेच न्यायिक विभागाशी संबंधित असलेल्या दस्तऐवज आपल्या व्यक्तिशः नियंत्रणात ठेवणे.
५. अर्ज आणि आदेशांच्या प्रमाणित प्रतिलिपीसाठी आलेल्या अर्जांच्या पूर्ततेवर व्यक्तिशः नियंत्रण ठेवणे व प्रमाणित प्रतिलिपी तयार करण्यासाठी अभिलेख पुरवण्याची व्यवस्था करणे.
६. सर्व केसेसचे अभिलेख यांची तीन महिन्यांतून एकदा व्यक्तिशः तपासणी करून तसे रिपोर्ट सहाय्यक प्रबंधकामार्फत प्रबंधकाकडे पाठविणे.
७. मा. प्रबंधक, उपप्रबंधक तसेच संशोधन अधिकारी यांचे आदेशाप्रमाणे काम करणे.

शिरस्तेदार, महाराष्ट्र प्रशासकीय न्यायाधिकरण, मुंबई यांचे अधिकार व कर्तव्ये :-

शिरस्तेदार :- श्रीमती भा.रो. गायकर, श्रीयुत र.पां. जुवळे

१. न्यायालयासमोरील रोजचे बोर्ड तपासून पहाणे व बोर्डावर लावणे तसेच मा. न्यायालयासमोर ठेवणे.
२. न्यायालयासमोर येणाऱ्या कामाची जंत्री ठेवून रोजनामे रोजच्या रोज लिहून पूर्ण करणे.
३. अंतरीम आदेश अगर पूर्ण निकाल ताबडतोब लिहून पुढील कार्यवाहीसाठी कार्यालयात योग्य त्या अधिकाऱ्यांकडे पाठविणे.
४. सुनावणीसाठी तयार असलेले दाव्यांचे अभिलेख आपल्या ताब्यात ठेवणे व तीन महिन्यांतून एकदा त्यांची तपासणी स.प्रबंधकाकडून करवून घेणे व तसा रिपोर्ट प्रबंधकांना सादर करणे. न्यायालयासमोर दावा लावण्यापूर्वी ते लावण्यासाठी परिपूर्ण आहे याची खात्री करणे. सदर बाबत संशोधन अधिकाऱ्याशी संपर्क ठेवून समाधान करणे.
५. न्यायालयास लागतील ते संदर्भग्रंथ व कायद्याची पुस्तके संशोधन अधिकारी व ग्रंथपाल यांचे मदतीने हजर करावीत.
६. मेमोरॅन्डम नोंदवहया ठेवून त्या व्यवस्थीत नोंदी घेवून ठेवणे.
७. निकाली काढलेल्या प्रकरणांचे मासिक विवरणपत्र तयार करून संबंधीत अधीक्षक (न्यायिक) यांना सादर करणे.

लघुलेखक(उ.श्रे.), महाराष्ट्र प्रशासकीय न्यायाधिकरण, मुंबई यांचे अधिकार व कर्तव्य :-

लघुलेखक(उ.श्रे.), :- श्रीयुत श्री.गो. जवळकर, श्रीयुत चं.स. भोसले, श्रीयुत सं.कृ. वामनसे

१. मा.सदस्य यांनी दिलेल्या न्यायनिर्णय व इतर आदेशांचे दिलेले डिक्टेशन त्याच दिवशी किंवा जास्तीत जास्त दुसऱ्या दिवशी भाषांतरीत करून टंकलेखीत करणे.
२. मा.सदस्यांची व्यक्तिगत नस्ती सांभाळणे.
३. मा. सदस्यांचे कार्यालयीन व खाजगी पत्रव्यवहार टंकलेखीत करून देणे तसेच त्याच्या कार्यालयीन प्रती जपून ठेवणे.
४. मा.सदस्यांच्या नैमित्तिक, अर्जित व परावर्तीत रजांचा हिशेब सांभाळणे.
५. मा. सदस्यांना भेटण्यास येणाऱ्या पाहण्यांची चौकशी करून मा. सदस्यांना भेटण्याची परवानगी मा.सदस्यांकडून घेणे.
६. मा.सदस्यांच्या आदेशाप्रमाणे आवश्यक ती इतर कामे करणे

सहाय्यक, महाराष्ट्र प्रशासकीय न्यायाधिकरण, मुंबई यांचे अधिकार व कर्तव्य :-

१. सहाय्यक :- श्रीयुत श्री.बा. कदम

१. मा. प्रबंधक, उपप्रबंधक, अधीक्षक यांच्या आदेशानुसार न्यायिक शाखेचे काम करणे.
२. उच्च न्यायालयाकडून तसेच इतर न्यायालयाकडून आलेल्या न्यायालयीन प्रकरणांची वेगळी नोंदवही ठेवून व त्यामध्ये व्यवस्थित नोंदी घेवून संबंधित अधीक्षकांकडे सादर होत आहे किंवा नाही याची देखरेख करणे.
३. न्यायिक शाखेतील सर्व पत्रव्यवहार सांभाळणे, त्याची नोंदवही ठेवून तशा त्याच्या नस्त्या ठेवणे.
४. न्यायिक कामा बाबतीत संबंधित अधीक्षक व अधिकारी यांना गरज भासल्यास नस्त्या उपलब्ध करून देणे.
५. प्रमाणित प्रती मिळण्यासाठी आलेले अर्जांची नोंदवही ठेवून त्यामध्ये व्यवस्थित नोंद ठेवून त्याबरोबर आलेली इंडियन पोस्टल ऑर्डरची नोंद करून ती लेखा शाखेला योग्य प्रकारे सादर करण्यात येत आहेत किंवा नाहीत यावर लक्ष ठेवणे.
६. आवक/जावक पत्रव्यवहाराची नोंद योग्य त्या नोंदवहीत घेणे. तसेच त्या नोंदवह्या सुस्थितीत व क्रमवार अद्ययावत ठेवणे.
७. आवक/जावक पत्रव्यवहाराबाबत होणाऱ्या टपाल खर्चाची नोंदवही सुस्थितीत व अद्ययावत ठेवण्यात येऊन दररोज टपाल पाठविल्यानंतर वरिष्ठ अधिकाऱ्याची अथवा संबंधित शाखेच्या अधीक्षकांची त्यावर स्वाक्षरी घेण्यात यावी.
८. प्रमाणित प्रतीसाठी आलेल्या तातडीचे अर्ज व सर्वसामान्य अर्ज यांच्या स्वतंत्र नोंदवह्या

लिपिकामार्फत तयार करून घेण्यात याव्यात व त्यावर देखरेख ठेवण्यात यावी.

९. महाराष्ट्र प्रशासकीय न्यायाधिकरण नियम क्रमांक २३(१) व (२) नुसार निकालासाठी येणाऱ्या अर्जांची स्वतंत्र नोंदवही ठेवून त्यामध्ये नोंदी ठेवण्यात येत आहेत किंवा कसे यावर लक्ष ठेवणे.
१०. वरिष्ठांनी वेळोवेळी नेमून दिलेली कामे ठराविक कालावधीत पूर्ण करणे.
११. श्रीयुत मोरे यांच्या अनुपस्थितीत मा. उच्च न्यायालयाकडून तसेच इतर न्यायालयाकडून आलेल्या न्यायालयीन प्रकरणाच्या (रिट याचिकांची) नोंदवही मध्ये नोंदी घेऊन संबंधित अधीक्षक यांचेकडे देण्यात यावे
१२. कोर्ट क्र.१ व २ मधील शिरस्तेदारांच्या अनुपस्थितीत संबंधित कोर्टाचे काम सांभाळणे.

२. सहाय्यक :- श्रीमती वै.रा. हाटकर

१. मा. प्रबंधक, उपप्रबंधक व अधीक्षक यांच्या आदेशाप्रमाणे योग्य ते काम करणे.
२. सर्व प्रकारच्या कार्यालयीन पत्रव्यवहार करणे व टिप्पणी सादर करणे.
३. चारमाही, आठमाही व सुधारित अंदाजपत्रक तसेच पुढील वर्षाचे वार्षिक अंदाजपत्रक तयार करून शासनास सादर करण्यात यावे. याबाबतीत करावयाचा अन्य पत्रव्यवहारही सांभाळणे.
४. सर्व प्रकारचे अग्रिम मंजूर करणे बाबतचे प्रस्ताव व भविष्य निर्वाह निधी विषयीचे प्रकरणे हाताळणे.
५. नियुक्ती आदेश, रजेचे आदेश काढणे व वेतन निश्चिती करणे.
६. वैद्यकीय खर्चाची प्रतिपूर्ती, गट विमायोजना, मृत्युसेवा उपदानाबाबतचे आदेश काढणे.
७. अतिरिक्त कार्यभार, विशेष वेतन विषयीची प्रकरणे हाताळणे.
८. अधीक्षक (आस्था) यांच्या अनुपस्थितीत लेखन सामुग्री प्रपत्रे दैनंदिनी दिनदर्शिका इत्यादी बाबतची मागणी पत्रके वेळेत सादर करून सदर वस्तु व्यवस्थित हाताळणे, वाटणी करून त्याच्या नोंदवहया ठेवणे त्या वेळेवर पूर्ण करणे, सर्व लेखनसामुग्री प्रपत्रे याचा ताबा घेवून सुस्थितीत ठेवणे.
९. शासकीय कामासाठी उच्चन्यायालय, मंत्रालय, कोषागार कार्यालय, स्टेशनरी डेपो, इत्यादी कार्यालयात व्यक्तीशः जावून काम करून घेणे.
१०. अधीक्षक (आस्था) यांच्या अनुपस्थितीत जड वस्तुबाबतचे उदा. फर्निचर व इतर वस्तुंची नोंदवही ठेवून हिशोब ठेवणे.
११. वरिष्ठ अधिकारी वेळोवेळी सांगतील ती सर्व कामे करणे.
१२. अधीक्षक (आस्था) यांच्या अनुपस्थितीत त्यांच्या टेबलचे काम सांभाळणे.

लेखापाल, महाराष्ट्र प्रशासकीय न्यायाधिकरण, मुंबई यांचे अधिकार व कर्तव्ये :-

लेखापाल :- श्रीयुत सु.ह. मोरे

श्रीयुत मोरे यांची नियुक्ती लेखापाल या पदावर झाली असली तरी सध्या ते न्यायिक विभागात दैनंदिन बोर्ड तयार करण्याचे काम पाहत आहेत. तरी त्यांना खालीलप्रमाणे कामाचे वाटप करण्यात यावे :-

१. मा. प्रबंधक, उपप्रबंधक व अधीक्षक यांच्या आदेशाप्रमाणे योग्य ते काम करणे.
२. न्यायालयासमोर ठेवण्यात येणाऱ्या केसेसचा दररोजचा बोर्ड आदल्या दिवशी तयार करून अधीक्षकांचे सुचनेनुसार संबंधित न्यायालयात पाठविणे.
३. न्यायालयाकडून पुढील तारखा देउन झालेल्या सर्व केसेसची नोंदवही करून त्यात सर्व केसेसची नोंद करणे व सदरच्या केसेस त्या त्या तारखेला ठेवणे.
४. केसेस न्यायालयातून आल्यानंतर त्यामध्ये दिलेले आदेश संबंधित टंकलेखकाकडून टाईप करून घेउन अधीक्षकांमार्फत उपप्रबंधक, सहाय्यक प्रबंधक यांचे स्वाक्षरीकरिता पाठविणे.
५. निकालात निघालेल्या अर्जांची नोंदवही ठेवून त्यामध्ये रोजच्या रोज व्यवस्थित करून नोंदवही व्यवस्थित ठेवणे.
६. उच्च न्यायालय व सर्वोच्च न्यायालयाकडून आलेल्या रिट अर्जांची नोंदवही ठेवून त्यामध्ये नोंदी करून अधीक्षकांच्या मदतीने पुढील कार्यवाही करणे.
७. न्यायिक कामा बाबतचे सर्व संबंधित आदेश निर्गमित करून त्याची फाईल व्यवस्थित ठेवणे.
८. न्यायिक लिपिकांचे कामावर देखरेख ठेवून त्यांचेकडून व्यवस्थित काम करून घेणे.
९. कॅव्हेट अर्जांची नोंदवही ठेवून आलेल्या कॅव्हेटची नोंद घेवून अधीक्षक यांचेकडे देणे.
१०. उच्च न्यायालयाकडून तसेच इतर न्यायालयाकडून आलेल्या न्यायालयीन प्रकरणांची (रिट याचिकांची) वेगळी नोंदवही ठेवून व त्यामध्ये व्यवस्थित नोंदी घेवून संबंधित सहाय्यक यांचेकडे देण्यात यावे.
११. अधीक्षक (न्यायिक) यांच्या अनुपस्थितीत त्यांच्या टेबलवरील काम सांभाळणे.

लघुटंकलेखक, महाराष्ट्र प्रशासकीय न्यायाधिकरण, मुंबई यांचे अधिकार व कर्तव्ये :-

लघुटंकलेखक :- श्रीमती पु.रा. कामुनी व श्रीमती वैशाली अं. जावळे.

१. मा. प्रबंधक यांनी दिलेले डिक्शन घेणे व विहित कालावधीत पूर्ण करून देणे.
२. उपप्रबंधक यांच्याकडून त्यांच्या शासकीय कामाचे लघुलेखन घेवून त्यांचे टंकलेखन करणे.

३. आस्थापना तसेच न्यायिक विभागातील टंकलेखनाचे काम सहा. प्रबंधक/संशोधन अधिकारी यांनी दिलेल्या लघुलेखनाप्रमाणे करून त्यांच्यासमोर सादर करणे.
४. सर्व गोपनीय पत्रव्यवहार टंकलिखित करणे.
५. न्यायालयाने दिलेल्या सर्व आदेशांच्या प्रती संबंधितांना पाठविण्यासाठी टंकलेखन करणे.
६. न्यायालयीन सर्व पत्रव्यवहाराचे टंकलेखन करणे.
७. न्यायालयाने दिलेल्या अंतरिम आदेशाचे टंकलेखन करून अधिक्षकाकडे सादर करणे.
८. मा. प्रबंधक, उपप्रबंधक यांनी सांगितलेली इतर कामे आवश्यकतेनुसार करणे.

लिपिक, महाराष्ट्र प्रशासकीय न्यायाधिकरण, मुंबई यांचे अधिकार व कर्तव्ये :-

१. लिपिक (आस्था/लेखा) :- श्रीमती सु.तु. म्हात्रे व श्रीमती पु.य. नाईक

१. मा. प्रबंधक, उपप्रबंधक, सहाय्यक प्रबंधक यांच्या आदेशानुसार योग्य ते काम करणे.
२. लेखाविषयक पुस्तके यांची देखभाल करणे व नियंत्रण ठेवणे.
३. अंदाजपत्रक तयार करणे, चारमाही, आठमाही व सुधारित अंदाजपत्रक तयार करण्याकरिता सहाय्यक (आस्था) यांना योग्यती माहिती पुरविणे.
४. कार्यालयातील सर्व कर्मचाऱ्यांच्या लेखा पुस्तकांच्या नोंदी घेणे.
५. वेतन देयके व आकस्मिक खर्चाची देयके व कार्यालयातील सर्व देयके तयार करणे. प्रवास देयके, विज देयके, टेलिफोन देयक, वाहनकर व पेट्रोल देयके इ. विषयाची देयके तयार करून सादर करणे.
६. सर्व डि.सी. देयके तयार करून महालेखापाल यांना सादर करणे.
७. मंजूर अनुदानाच्या योग्य त्या नोंदी नोंदवहीत घेवून त्यावर नियंत्रण ठेवणे व वेळोवेळी लागणाऱ्या अनुदानाची नोंद घेणे.
८. महालेखापाल, कोषागार कार्यालय यांच्याशी खर्चाचा मेळ बसविणे व त्याप्रमाणे विवरणपत्रके तयार करणे. कोषागार कार्यालयाची सर्व कामे करणे.
९. महाराष्ट्र प्रशासकीय न्यायाधिकरणाच्या औरंगाबाद, नागपूर खंडपीठाला अनुदान देण्याचा प्रस्ताव तयार करणे व त्यावर नियंत्रण ठेवणे.
१०. विहित कालावधीत e-TDS सादर करणे व त्याबाबतची कागदपत्रे व पावत्या यांचे जतन करणे.
१०. खालील नोंदवह्या ठेवून त्याच्या नोंदी नियमितपणे घेणे.
 १. मूळ अर्जासोबत आलेल्या पोस्टल ऑर्डरची नोंदवही ठेवून त्याचे रजिस्टर तयार करणे.

२. कोर्ट फी स्टॅम्प दैनंदिन नोंदवही ठेवणे.
३. घरबांधणी अग्रीमाची नोंदवही ठेवून त्यात व्यवस्थित नोंदी करणे.
४. कॅश बुक, रफ कॅश बुक यात रोजच्या रोज नोंदी करणे.
५. लेजर रोल तयार करणे.
६. ट्रेझरी पास बुक, बँक पास बुक व्यवस्थित नोंद करून ठेवणे.
७. ट्रेझरी चेक बुक, बँक चेक बुक ठेवणे.
८. बिल रजिस्टर अद्ययावत ठेवणे.
९. टोकन रजिस्टर ठेवणे.
१०. चेकचे रजिस्टर ठेवणे.
११. नागपूर, औरंगाबाद खंडपीठाला देण्यात येणाऱ्या अनुदानाची नोंद ठेवणे.
१२. वार्षिक अनुदान, खर्च आणि आकस्मिक खर्चाचे रजिस्टर ठेवणे.
१३. चतुर्थश्रेणी कर्मचाऱ्यांच्या भविष्य निर्वाह निधीची नोंदवही ठेवणे.
१४. आकस्मिक खर्चाचे आणि सविस्तर खर्चाच्या बिलाच्या नोंदवह्या अद्ययावत ठेवणे.
१५. प्रवासभत्ता बिल तसेच रजा प्रवास भत्ता बिल रजिस्टर ठेवणे.
१६. प्रमाणित प्रतीच्या फीची नोंदवही पोस्टल ऑर्डरसह ठेवावी.
१७. स्वीय प्रपंजी लेखा नोंदवही ठेवावी.

२. लिपिक (न्यायिक) :- श्रीयुत रा.स. गायकवाड

१. मा. प्रबंधक, उपप्रबंधक, अधिक्षक यांच्या आदेशाप्रमाणे काम करणे.
२. न्यायालयाने दिलेल्या सर्व आदेशांच्या प्रती संबंधितांना पाठविण्यासाठी टंकलेखन करणे.
३. न्यायालयीन सर्व पत्रव्यवहाराचे टंकलेखन करणे.
४. न्यायालयात सादर करण्यात येणारे सर्व केसेसचे दैनंदिन बोर्ड सहाय्यक तयार करून देतील त्याप्रमाणे व्यवस्थित टंकलेखन करून सहाय्यकाला देणे.
५. न्यायालयाने दिलेल्या अंतरिम आदेशाचे टंकलेखन करून अधिक्षकाकडे सादर करणे.
६. मा. प्रबंधक, उपप्रबंधक, अधिक्षक यांनी सांगितलेली टंकलेखनाची कामे करणे.
७. श्रीयुत मोरे व श्रीयुत ठाकूर यांच्या अनुपस्थितीत त्यांच्या टेबलाचे काम पाहणे.

३. लिपिक (न्यायिक) :- श्रीयुत प.भ. ठाकूर

१. मा. प्रबंधक, उपप्रबंधक, अधिक्षक यांच्या आदेशानुसार न्यायिक शाखेचे काम करणे.
२. महाराष्ट्र प्रशासकीय न्यायाधिकरणात आलेले सर्व मूळ अर्ज त्याची नोंदवही ठेवून दाखल करून घेणे तसेच रिब्यू अर्ज, कटॅम्पट अर्ज, किरकोळ अर्ज यांची स्वतंत्र नोंदवही ठेवून त्यामध्ये प्रत्येक अर्जाची नोंद घेउन त्यासोबत असलेली पोस्टल ऑर्डरची नोंद घेउन ती लेखा विभागाला सादर करणे.
३. न्यायिक शाखेतील सर्व पत्रव्यवहार सांभाळणे, त्याची नोंदवही ठेवून तशा त्याच्या नस्त्या ठेवणे.
४. न्यायिक बाबतीत संबंधित सहाय्यक, अधिक्षक व अधिकारी यांना नस्त्या उपलब्ध करून देणे.
५. निवड नस्ती ठेवणे, दफ्तरी दाखल करणे व पत्र निर्गमित करणे इत्यादी कामे करणे.
६. अधिक्षक, सहाय्यक यांनी वेळोवेळी नेमून दिलेली कामे करणे.
७. श्रीयुत सावंत यांच्या अनुपस्थितीत प्रमाणित प्रतिचे काम सांभाळणे.

४. लिपिक (न्यायिक) :- श्रीयुत सं. रा. सावंत

१. मा. प्रबंधक, उपप्रबंधक, अधिक्षक यांच्या आदेशानुसार न्यायिक शाखेचे काम करणे.
२. प्रमाणित प्रती मिळण्यासाठी आलेले अर्जांची नोंदवही ठेवून त्यामध्ये व्यवस्थित नोंद ठेवून त्याबरोबर आलेली इंडियन पोस्टल ऑर्डरची नोंद करून ती लेखा शाखेला सादर करणे.
३. प्रमाणित प्रतीसाठी आलेले अर्ज, त्यांची योग्य ती कार्यवाही करून संबंधितांना प्रमाणित प्रती देण्याची व्यवस्थित देण्याची व्यवस्था करावी व त्याची नोंद ठेवावी. दिवसभरात केलेल्या कामाची नोंदवही ठेवणे.
४. प्रमाणित प्रतीसाठी आलेल्या तातडीचे अर्ज व सर्वसामान्य अर्ज यांच्या स्वतंत्र नोंदवह्या करण्यांत याव्यात.
५. महाराष्ट्र प्रशासकीय न्यायाधिकरण नियम क्रमांक २३(१) व (२) नुसार निकालासाठी येणाऱ्या अर्जांची स्वतंत्र नोंदवही ठेवून त्यामध्ये नोंदी ठेवणे.
६. कार्यालयात उपलब्ध असलेल्या संगणकांची देखरेख करणे.
७. श्रीयुत श्रीकांत कदम, सहाय्यक यांस आवक/जावक च्या कामामध्ये गरजेनुसार मदत करणे.
८. श्रीयुत श्रीकांत कदम, सहाय्यक यांच्या अनुपस्थितीत त्यांच्या टेबलचे काम पाहणे. तसेच श्रीयुत भारमळ यांच्या अनुपस्थितीत आस्थापना/लेखा शाखेतील तातडीची कामे टंकलिखित करणे.

५. लिपिक (आस्था) :- श्रीयुत अं.रा. भारमळ

१. मा. प्रबंधक, उपप्रबंधक, अधीक्षक यांच्या आदेशानुसार आस्थापना/लेखा शाखेतील काम करणे.
२. आस्थापना/लेखा शाखेतील टिप्पण्या तसेच पत्रे टंकलेखित करणे.
३. महाराष्ट्र प्रशासकीय न्यायाधिकरणाचे संगणकीकरण करण्याच्या कामात योग्य ते लक्ष घालून त्याबाबत आवश्यक असलेली पुढील कार्यवाही प्रबंधकांच्या निदर्शनास आणून देणे.
४. वेतन देयके सेवार्थ नमून्यात तयार करणे व त्या अनुषंगाने वेतन पावती (।बुनपजंदबम त्वसस)व वेतन चिठ्या (व्हलउमदजै सपच)तयार करणे.
५. अर्थसंकल्पीय वितरण प्रणाली मार्फत अनुदान प्राप्त करून घेऊन नागपूर व औरंगाबाद कार्यालयास वितरीत करणे.
६. कार्यालयात उपलब्ध असलेल्या संगणकांची देखरेख करणे.
७. मा.प्रबंधक यांस नागपूर व औरंगाबाद कार्यालयाकडून प्राप्त झालेले मेल तपासून त्याबाबत प्रबंधकांस अवगत करणे.
८. नागपूर व औरंगाबाद कार्यालयास म.ज्वैऐमअंतजीधठवै च्या कामात गरजेनुसार मदत करणे.
९. श्रीमती म्हात्रे व श्रीमती नाईक यांच्या अनुपस्थितीत त्यांच्या टेबलाचे काम पाहणे.

चोपदार, महाराष्ट्र प्रशासकीय न्यायाधिकरण, मुंबई यांचे अधिकार व कर्तव्ये :-

१. चोपदार :- श्रीयुत स.ई. तिडके, श्रीयुत व.तु. धुरे व श्रीयुत वि.व. मयेकर

१. चोपदार ज्या पदाधिकार्यांकडे नेमलेले असतील ते पिठासीन अधिकारी न्यायासनावर येत आहेत याची पूर्वसूचना न्यायालयात हजर वकील व पक्षकार यांस देवून त्यांना उभे राहण्यास सांगणे.
२. कार्यालयातून दैनंदिन बोर्ड व प्रकरणे आणून शिरस्तेदारांस सुपुर्द करणे व त्यासंबंधीची न्यायालयीन कार्यवाही पूर्ण झाल्यावर सदर प्रकरणे पुनःश्च अधीक्षक(न्यायिक) यांचेकडे सुपुर्द करणे.
३. ज्या अनुक्रमाने प्रकरणे बोर्डावर घेतले जातील त्याप्रमाणे पक्षकार व वकील यांचा पुकारा करणे.
४. प्रकरणाच्या सुनावणी दरम्यान जर एखादा पक्षकार किंवा वकील एखादे दस्तऐवज किंवा इतर संबंधित अभिलेख न्यायाधिशांना हजर करू इच्छित असल्यास त्यांच्या पूर्व परवानगीने ते दस्तऐवज अथवा अभिलेख घेणे व त्यांचेसमोर सादर करणे.

५. न्यायालयात प्रकरण सुनावणीस आल्यावर त्या प्रकरणाचा अभिलेख शिरस्तेदार यांचेकडून घेवून न्यायाधिकांशमोर ठेवणे.
६. प्रकरणाची सुनावणी पूर्ण झाल्यानंतर संबंधित प्रकरणाचा अभिलेख शिरस्तेदार यांचेकडे परत करणे किंवा न्यायाधिकांचे आदेशाप्रमाणे अभिलेख ठेवण्याची व्यवस्था करणे.
७. चोपदार ज्या पदाधिकाऱ्यांकडे नेमलेले असतील त्यांच्या आदेशाप्रमाणे इतर कामे करणे.
८. चोपदार ज्या पदाधिकाऱ्यांकडे नेमलेले असतील त्यांच्या अनुपस्थितीच्या कालावधीत कार्यालयीन कामकाजात मदत करणे.

२. चोपदार :- श्रीयुत ना. शं. दवंडे

(श्रीयुत दवंडे हे जरी चोपदार या पदावर कार्यरत असले तरी सध्या त्यांची बदली मा. प्रबंधक यांचेकडे करण्यात आली आहे.)

१. मा. प्रबंधक कार्यालयात येण्यापूर्वी त्यांचे दालन सुस्थितीत ठेवणे.
२. मा. प्रबंधकांना भेटण्याची इच्छा असणाऱ्या व्यक्तीबाबत माहिती मा. प्रबंधकांना देणे.
३. मा. प्रबंधकांच्या आदेशानुसार न्यायालयीन नस्ती उपलब्ध करून देणे.
४. मा. प्रबंधकांच्या आदेशाप्रमाणे आस्थापना तसेच लेखा विभागातील नस्त्या उपलब्ध करून देणे.
५. मा. प्रबंधकांच्या आदेशानुसार इतर कामे करणे.
६. मा. प्रबंधकांच्या अनुपस्थितीच्या कालावधीत कार्यालयीन कामकाजात मदत करणे.
७. चोपदारांच्या अनुपस्थितीच्या कालावधीत त्या पदाची कर्तव्य बजावणे.

नाईक, महाराष्ट्र प्रशासकीय न्यायाधिकरण, मुंबई यांचे अधिकार व कर्तव्य :-

१. नाईक :- श्रीयुत दि.भा. राणे

(श्रीयुत राणे हे जरी नाईक या पदावर कार्यरत असले तरी सध्या त्यांची बदली मा. अध्यक्ष यांचेकडे करण्यात आली आहे.)

श्रीयुत राणे हे मा. अध्यक्ष, महाराष्ट्र प्रशासकीय न्यायाधिकरण, मुंबई यांचेकडे कार्यरत असल्याने चोपदार पदाकरिता विहित केलेली कर्तव्ये व जबाबदाऱ्या यांचे पालन करणे.

शिपाई, महाराष्ट्र प्रशासकीय न्यायाधिकरण, मुंबई यांचे अधिकार व कर्तव्ये :-

१. शिपाई :- श्रीयुत दि. कि. तिरगुळ

१. न्यायालयीन विभागातील सर्व टेबले साफ करणे.
२. आवक-जावक टेबलावरील कर्मचाऱ्यास आवश्यकतेनुसार मदत करणे.
३. प्रमाणित प्रतीचे काम पाहणाऱ्या कर्मचाऱ्यास आवश्यकतेनुसार मदत करणे.
४. न्यायालयीन नोटिसा तसेच इतर पत्रव्यवहार पाकिटात बंद करण्यास मदत करणे.
५. मा. प्रबंधक, अधीक्षक तसेच इतर वरिष्ठ कर्मचाऱ्यांच्या आदेशानुसार कामे करणे.
६. श्रीयुत दवंडे व श्रीयुत मनोजकुमार ज. सिलेलान यांच्या अनुपस्थितीत त्यांचे काम करणे.

२. शिपाई :- श्रीयुत मनोजकुमार ज. सिलेलान

१. अधिदान व लेखा कार्यालयात देयके सादर करणे, धनादेश आणणे तसेच अधिदान व लेखा कार्यालयात संबंधीत कामे करणे.
२. आस्थापना व लेखा शाखेतील इतर कामे करणे.
३. ग्रंथालयातील टेबले साफ करणे.
४. ग्रंथालयातील सर्व पुस्तकांची मांडणी सुस्थितीत करून ठेवणे व कार्यालयात आवश्यकतेनुसार पुस्तके उपलब्ध करून देणे.
५. श्रीमती क.सं. कांबळे यांच्या अनुपस्थितीत कार्यालयाचे काम सांभाळणे.
६. मा. प्रबंधक, अधीक्षक तसेच इतर वरिष्ठ कर्मचाऱ्यांच्या आदेशानुसार कामे करणे.

३. शिपाई :- श्रीयुत मनोजकुमार ज. सिलेलान

१. कार्यालयातील न्यायिक, आस्थापना तसेच लेखा विभागातील कागदपत्रांचे निर्देश दिल्यानुसार झेरॉक्स काढणे.
२. काढलेल्या झेरॉक्सची नोंदवहीमध्ये नोंद घेणे.
३. झेरॉक्स मशीन व त्याचे दालन सुस्थितीत व स्वच्छ ठेवणे.
४. मा. प्रबंधक, अधीक्षक तसेच इतर वरिष्ठ कर्मचाऱ्यांच्या आदेशानुसार कामे करणे.
५. श्रीयुत दवंडे यांच्या अनुपस्थितीत मा. प्रबंधकांच्या दालनाची ठमसस ।जजमदक करणे.

४. शिपाई :- श्रीमती ल.रा. सोनवणे

१. प्रमाणित प्रतीच्या टेबलावरील कर्मचाऱ्यास न्यायनिर्णय काढून देण्यास सहाय्य करणे.
२. आवक-जावक विभागातील पोष्टाशी निगडीत सर्व कामे करणे.

३. श्रीयुत सु.श्री. परब यांच्या अनुपस्थितीत प्रकरणांच्या बांधणीचे काम हाताळणे.
४. न्यायालयीन विभागातील टेबल पुसण्याकरिता श्रीयुत दि.कि. तिरगुळ यांना सहाय्य करणे.
५. श्रीमती तायडे यांच्या अनुपस्थितीत श्रीयुत स.ग. पाटील यांस आवक-जावक विभागातील पाकिटे/तिकीटे चिकटविण्यास मदत करणे.
६. मा. प्रबंधक, अधीक्षक तसेच इतर वरिष्ठ कर्मचाऱ्यांच्या आदेशानुसार कामे करणे.

५. शिपाई :- श्रीमती सु.ग. तायडे

१. मंत्रालयीन टपाल पोहचविणे तसेच मंत्रालयात आवश्यकतेनुसार इतर कागदपत्रे पोहचविणे.
२. तसेच मंत्रालयातील टपाल किंवा इतर कागदपत्रे आवश्यकतेनुसार घेऊन येणे.
३. कार्यालयात असताना न्यायालयीन विभागाच्या कामकाजात मदत करणे.
४. श्रीयुत स.ग. पाटील यांस आवक-जावक विभागातील पाकिटे/तिकीटे चिकटविण्यास मदत करणे.
५. मा. प्रबंधक, अधीक्षक तसेच इतर वरिष्ठ कर्मचाऱ्यांच्या आदेशानुसार कामे करणे.

६. शिपाई :- श्रीयुत वि.रा. कानडे

१. आवक-जावक विभागातील मंत्रालयीन टपालाव्यतिरिक्त इतर हस्तबटावडयाचे टपाल पोच करणे.
२. कार्यालयात असताना कार्यालयीन कामकाजात मदत करणे.
३. श्रीमती सु.ग. तायडे यांच्या अनुपस्थितीच्या काळात मंत्रालयीन टपाल पोहचविणे.
४. मा. प्रबंधक, अधीक्षक तसेच इतर वरिष्ठ कर्मचाऱ्यांच्या आदेशानुसार कामे करणे.

७. शिपाई :- श्रीमती क.सं. कांबळे

१. आस्थापना व लेखा शाखेतील सर्व फाईल्स सुस्थितीत ठेवणे.
२. आस्थापना व लेखा शाखेतील फाईल्स मागणीनुसार उपलब्ध करून देणे.
३. आस्थापना व लेखा शाखेतील सर्व कागदपत्रांचे फाईलिंग करून फाईल्स सुस्थितीत ठेवणे.
४. लेखा शाखेतील सर्व देयकांचे फाईलिंग करणे.
५. कर्मचाऱ्यांच्या आवश्यकतेनुसार लेखनसामुग्री अधीक्षकांच्या मंजूरीने उपलब्ध करून देणे.

६. श्रीयुत स.ज. सिलेलान यांच्या अनुपस्थितीत अधिदान व लेखा कार्यालयाशी निगडीत काम पाहणे.
७. मा. प्रबंधक, अधीक्षक तसेच इतर वरिष्ठ कर्मचाऱ्यांच्या आदेशानुसार कामे करणे.

८. शिपाई :- श्रीयुत सु. श्री. परब

१. न्यायालयीन प्रकरणांची बांधणी करणे.
२. कार्यालयीन कामकाजात मदत करणे.
३. श्रीयुत स.ग. पाटील यांच्या अनुपस्थितीत त्यांना नेमून दिलेली कामे करण्यास श्रीयुत अ.अ. चोडणकर यांस मदत करणे.
४. मा. प्रबंधक, अधीक्षक तसेच इतर वरिष्ठ कर्मचाऱ्यांच्या आदेशानुसार कामे करणे.

९. शिपाई :- श्रीयुत स.ग. पाटील

१. आवक-जावक टेबलावरील कर्मचाऱ्यास पाकिटे भरणे व त्यावर पत्ते लिहण्यास मदत करणे.
२. आवक-जावक विभागातील पोष्टाशी निगडीत सर्व कामे करणे.
३. श्रीयुत ठाकूर यांना आवश्यकतेनुसार न्यायिक प्रकरणे उपलब्ध करून देण्यास मदत करणे.
४. प्रमाणित प्रती देण्याकरिता आवश्यक असलेली न्यायिक प्रकरणे उपलब्ध करून देणे.
५. श्रीयुत अ.अ. चोडणकर यांच्या अनुपस्थितीत त्यांचे काम सांभाळणे.
६. मा. प्रबंधक, अधीक्षक तसेच इतर वरिष्ठ कर्मचाऱ्यांच्या आदेशानुसार कामे करणे.

सफाईगार महाराष्ट्र प्रशासकीय न्यायाधिकरण, मुंबई यांचे अधिकार व कर्तव्य :-

१. सफाईगार :- श्रीयुत अ.अ. चोडणकर

१. मा. पदाधिकाऱ्यांची व मा. प्रबंधकांची दालने रोजच्या रोज साफ करणे.
२. कार्यालय व कार्यालयाभोवतालचा परिसर स्वच्छ ठेवणे.
३. कार्यालयातील प्रसाधनगृहे रोजच्या रोज साफ करणे.
४. श्रीयुत सु.श्री. परब यांच्या अनुपस्थितीत श्रीमती सोनवणे यांना प्रकरणे बांधणीच्या कामात मदत करणे.
५. कार्यालयीन कामकाजात मदत करणे.
६. श्रीयुत स.ग. पाटील व श्रीमती क.सं. कांबळे यांच्या अनुपस्थितीत त्यांना नेमून दिलेली कामे करणे.
७. मा. प्रबंधक, अधीक्षक तसेच इतर वरिष्ठ कर्मचाऱ्यांच्या आदेशानुसार कामे करणे.

कलम ४ (१) (ख) (तीन)

निर्णय प्रक्रियेतील पर्यवेक्षण व जबाबदारीचे उत्तरदायित्व कार्यपध्दती :-

In Maharashtra Administrative Tribunal, there are two channels for taking decisions –

- a) **Judicial Decisions**
- b) **Administrative Decisions**

1) The procedure followed in Maharashtra Administrative Tribunal for Judicial Decisions i.e. Journey of a case.

In Maharashtra Administrative Tribunal the cases are divided into following categories –

- a) Original Application
- b) Transfer Application
- c) Miscellaneous Application
- d) Review Application
- e) Contempt Application
- f) Transfer application from one Bench to another Bench

2) The Maharashtra Administrative Tribunal following the procedure for resolution of disputes as under:

- (a) Institution of cases.
- (b) Scrutiny of cases.
- (c) Correction of mistake and supply of omissions as the case may be.
- (d) Service of notices to parties.
- (e) Receiving Reply, Rejoinder, etc.
- (f) Hearing of the cases on interim relief and Misc. application.
- (g) Final hearing of the cases.
- (h) Pronouncement of Judgments.
- (i) Division of Record for preservation according to Destruction of Records Rules.
- (j) Destruction of Records as per Rules.

Note:

- i) In Contempt Application, the notices are to be issued by the Bench after hearing the complainant.
- ii) In case, there is urgency the circulations can be issued directly by Benches.

3) Channel of supervision and accountability.

In Maharashtra Administrative Tribunal, Chairman is the Head of the Department and as per provisions of Rule 4 of the Maharashtra Administrative Tribunal (Financial & Administrative Power) Rules, 1991, he is the supervising authority of the whole business of the Maharashtra Administrative Tribunal and everybody is accountable for his work to the Chairman.

कलम ४ (१) (ख) (चार)

कामाचा निपटारा करणे संबंधी ठरविण्यात आलेले निकष :-

- a) So far as judicial business is concerned, no norms are set but the past record of Maharashtra Administrative Tribunal discloses that even without setting the monthly norms the disposal rate in Maharashtra Administrative Tribunal is so high that it is having very less pendency of the cases in compare to other Courts and Tribunals dealing with the judicial matters.
- b) So far as norms for disposal of administrative files are concerned, there are directions of Hon'ble Chairman that the administrative business should be disposed of either on the same day or on next day or within reasonable period; therefore, there is no pending work in Maharashtra Administrative Tribunal.

कलम ४ (१) (ख) (पाच)

महाराष्ट्र प्रशासकीय न्यायाधिकरण या कार्यालयाच्या कामाशी संबंधित नियम/अधिनियम/परिपत्रके/शासन निर्णय :-

अ.क्र.	विषय	नियम/अधिनियम/परिपत्रके/शासन निर्णय
१	महाराष्ट्र प्रशासकीय न्यायाधिकरणाची स्थापना	Govt. of India, Ministry of Personnel, P.G. & Pension Dept. of Personnel & Training, New Delhi, Gazette Publication No. A-12026/3/86-AT, Dt. 21.06.1991.
२	महाराष्ट्र प्रशासकीय न्यायाधिकरणाच्या नागपूर व औरंगाबाद खंडपीठांची स्थापना	Law & Judiciary Notification No. SAT.1085/1878/(90)-D-XI, Dt. 25.03.1992.
३	महाराष्ट्र प्रशासकीय न्यायाधिकरणाची खंडपीठ निहाय कार्यकक्षा	Law & Judiciary Notification No. SAT.1085/1878/(90)-XI, Dt. 14.08.1992.
४	महाराष्ट्र प्रशासकीय न्यायाधिकरणाची खंडपीठ निहाय कार्यकक्षा (सुधारणा)	Law & Judiciary Notification No. SAT.1096/429/(5B)- IX, Dt. 19.06.1995.
५	The Maharashtra Administrative Tribunal (Procedure) Rules, 1988	Law & Judiciary Notification No. MAT.1091/239/(139)-D-XI, Dt. 26.03.1992.
६	The Maharashtra Administrative Tribunal (Contempt of Court) Rules, 1996	No. MAT/MUM/I/1996, Dt. 01.09.1996.
७	महाराष्ट्र प्रशासकीय न्यायाधिकरणात 'कॅव्हेट' दाखल करणेसंबंधी नियम	MAT Office order No. MAT/JUD/MUM/6659/1996, Dt. 13.08.1996.
८	महाराष्ट्र प्रशासकीय न्यायाधिकरणाचे निंदणीकरण नियम, २००४	No. MAT/JUD/MUM/Destruction of Records Rules/1/2004, Dt. 14.01.2004.
९	महाराष्ट्र प्रशासकीय न्यायाधिकरणातील अध्यक्ष, उपाध्यक्ष आणि सदस्य यांचे वेतन, भत्ते आणि इतर सेवाविषयक नियमांसंबंधी	As per The Administrative Tribunals (Amendment) Act, 2006 the condition of service of Chairman & Members are the same as applicable to Judges of the High Court.
१०	महाराष्ट्र प्रशासकीय न्यायाधिकरणाचे मुंबई खंडपीठ नवी मुंबई येथे सुरु करणेसंबंधी	Law & Judiciary Notification No.SAT 1085/1878(90-XI), Dt. 05-07-1991
११	महाराष्ट्र प्रशासकीय न्यायाधिकरणाचे मुंबई खंडपीठ नवी मुंबईहून मुंबई येथे स्थानांतरीत करणेबाबत	Law & Judiciary Notification No.SAT 1085/1878(90-XI), Dt. 06-02-1992

१२	The Maharashtra Administrative Tribunal (Administrative & Financial Power) Rules, 1991	Law & Judiciary Notification No.SAT 1085/323(30)-XI, Dt. 08-07-1991
१३	The Maharashtra Administrative Tribunal (Administrative & Financial Power) Rules, 1991-Amendment	G.A.D. Notification No.MAT 1096/CR No. 09/98/38, Dt. 31.10.1998.
१४	The Maharashtra Administrative Tribunal (Officers and Staff) (Conditions of Service) Rules, 1991	Law & Judiciary Notification No.SAT 1085/2632(91)-XI, Dt. 08-07-1991
१५	The Maharashtra Administrative Tribunal (Officers and Staff) (Conditions of Service) Rules, 1991-Corrigendum	Law & Judiciary Notification No.SAT 1085/2632(91)-XI, Dt. 05-08-1991
१६	The Maharashtra Administrative Tribunal Registrar, Deputy Registrar, Assistant Registrar/Research Officer and Librarian (Recruitment) Rules, 2001	साप्रवि क्र.एमएटी-१०९७/सीआर ९४-३८, दि. १५.०३.२००१.
१७	The Maharashtra Administrative Tribunal (Grant of certified copies) Rules, 1992	Law & Judiciary Notification No.MAT-1091/239/(139)-D-XI, Dt. 26-03-1992.
१८	महाराष्ट्र प्रशासकीय न्यायाधिकरणाचा १२४ पदांचा सुधारित आकृतीबंध	साप्रवि शा.नि. क्र.मप्रन्या २००४/११२/प्र.क्र. ५/०४/३८, दि. १७.०८.२००४.
१९	महाराष्ट्र प्रशासकीय न्यायाधिकरण, मुंबई येथील एक वाहनचालकाचे पद औरंगाबाद येथे वर्ग करणेबाबत	साप्रवि शुद्धिपत्रक क्र.मप्रन्या २०१०/३/प्र.क्र. ८/१०/३८, दि. २९.०७.२०१०
२०	<u>Distribution of Subject – 2003</u> Single Bench Subject Division Bench Subject	No. MAT/MUM/JUD/34/Subject of Single Bench/2003, Dt. 17.06.2003.

कलम ४ (१) (ख) (सहा)

महाराष्ट्र प्रशासकीय न्यायाधिकरणातील दस्तऐवजांची वर्गवारी :-

३० महाराष्ट्र शासन राजपत्र, असा., जानेवारी १४, २००४/पौष २४, शके १९२५ [भाग चार-क

अनुसूची दोन

न्यायिक विभागात ठेवण्यात येणाऱ्या नोंदवह्या

अनुक्रमांक (१)	तपशील (२)	ठेवण्याचा कालावधी (३)
१	मुद्रांक नोंदवही (सर्वसाधारण)	कायम
२	निदणीकरण नोंदवही	
३	सर्वोच्च न्यायालय व उच्च न्यायालयाकडून प्राप्त झालेल्या आदेशाची नोंदवही.	
४	न्यायाधिकाऱ्यांच्या दैनिक निकाल नोंदवह्या	
५	वकिलांच्या कारकुनांची नोंद ठेवणारी नोंदवही	१० वर्षे
६	वर्ग केलेल्या अर्जांची दाखल करण्याची नोंदवही	
७	मूळ अर्जांची दाखल करण्याची नोंदवही	
८	पुनर्तपासणी अर्जांची दाखल करण्याची नोंदवही	
९	अवमान अर्जांची दाखल करण्याची नोंदवही	
१०	किरकोळ अर्जांची दाखल करण्याची नोंदवही	
११	वर्ग केलेल्या अर्जांची निकाल नोंदवही	
१२	मूळ अर्जांची निकाल नोंदवही	
१३	पुनर्तपासणी अर्जांची निकाल नोंदवही	
१४	अवमान अर्जांची निकाल नोंदवही	
१५	परत दिलेल्या अभिलेखाचे नोंदणी पुस्तक	५ वर्षे
१६	तिकीट न लावलेल्या प्रकरणांची नोंदवही	
१७	प्रकरणांच्या यादीची रोजनिशीची नोंदवही	
१८	निकालात निघालेली प्रकरणे वाटणीची नोंदवही	
१९	मूळ अर्जांचे अनुक्रमांक दर्शविणारी नोंदवही (टेल बुक)	३ वर्षे
२०	पुनर्तपासणी अर्जांचे अनुक्रमांक दर्शविणारी नोंदवही	
२१	अवमान अर्जांचे अनुक्रमांक दर्शविणारी नोंदवही	
२२	किरकोळ अर्जांचे अनुक्रमांक दर्शविणारी नोंदवही	
२३	वकालातनामा /हजेरीचे जापन ठेवणारी नोंदवही	
२४	वर्ग केलेल्या अर्जांची नोटीस नोंदवही	
२५	मूळ अर्जांची नोटीस नोंदवही	
२६	पुनर्तपासणी अर्जांची नोटीस नोंदवही	
२७	अवमान अर्जांची नोटीस नोंदवही	
२८	किरकोळ अर्जांची नोटीस नोंदवही	
२९	प्रबंधक आणि उप प्रबंधक यांच्यासमोरील प्रकरणात पुढे तारीख दिल्याच्या नोंदणीची नोंदवही.	

(१)	(२)	(३)
३०	वर्ग केलेल्या अर्जाचे पोस्टिंग रजिस्टर	} ३ वर्षे
३१	मूळ अर्जाचे पोस्टिंग रजिस्टर	
३२	पुनर्तपासणी अर्जाचे पोस्टिंग रजिस्टर	
३३	अवमान अर्जाचे पोस्टिंग रजिस्टर	
३४	निकालासाठी राखीव ठेवलेल्या प्रकरणांची नोंदवही	
३५	पुढील तारीख देण्याबद्दलचे रजिस्टर	
३६	दैनिक काम दिल्याबद्दलचे रजिस्टर जे (मसुदा/टंकलेखन आणि तपासणीसाठी असेल.)	
३७	प्रमाणित प्रती देण्याबद्दलची नोंदवही	
३८	दुसऱ्या विभागात हस्तांतरीत केलेल्या नोंदवही (Tail Book)	
३९	देण्यात आलेल्या केसेसची नोंदवही	
४०	तपासणी नोंदवही	

अनुसूची तीन

मुख्य व इतर शाखांतील प्रशासकीय नोंदवह्या
अ. लेखा/रोख शाखेत ठेवण्यात येणाऱ्या नोंदवह्यांची यादी

अनुक्रमांक (१)	तपशील (२)	ठेवण्याचा कालावधी (३)
१	लेख्या संबंधीचा पत्रव्यवहार फाईल	} कायम
२	भ.नि.नि. लेख्याच्या पत्रव्यवहार फाईल	
३	म.प्र.न्या. मधून बदली झालेल्या व म.प्र.न्या. कडे बदली झालेल्या कर्मचाऱ्यांचे अंतिम वेतन प्रमाणपत्राची नोंदवही फाईल	
४	कार्यालयीन आदेशाच्या प्रती, मंजुरी आदेश, रजा मंजुरी आदेश, इत्यादींची फाईल.	
५	भारत सरकारचे महत्त्वाचे आदेश फाईल	} १० वर्षे
६	महाराष्ट्र शासनाचे महत्त्वाचे आदेश फाईल	
७	आयकर वसुली विवरणपत्र फाईल नोंदवही	
८	वेतनवाढ प्रमाणपत्राच्या प्रती फाईल	
		६ वर्षे

(१)	(२)	(३)
९	वेतनातील वसुलीचे विवरणपत्र फाईल	} ५ वर्षे
१०	व्यवसाय कराच्या वसुलीचे विवरणपत्र फाईल	
११	विभागीय खर्चाचा खर्चमेळ आणि मुख्यालय/अधिदान व लेखा अधिकारी यांचेकडे पाठविलेली मासिक खर्चाचे विवरणपत्र फाईल.	
१२	भारतीय रिजर्व बँकेकडून प्राप्त झालेल्या स्कॉलची पावती फाईल.	
१३	मासिक जमा व खर्चाचे बँकेकडून प्राप्त झालेले विवरणपत्र फाईल.	
१४	अधिदान व लेखा अधिकारी/कोषागार अधिकारी व म.प्र.न्या.स सादर केलेली प्रदान व मासिक लेख्याची यादी (फाईल).	
१५	भारतीय रिजर्व बँकेकडून प्राप्त झालेले प्रदान स्कॉल फाईल	
१६	प्रदान चलन फाईल	
१७	वापरलेल्या धनादेशाची स्थळप्रत फाईल	
१८	विभागीय जमा रकमेचे बँकेच्या खर्चमेळाची विवरणपत्र फाईल	
१९	रजाप्रवास सवलत देयकाच्या कार्यालयीन प्रती फाईल	} ४ वर्षे
२०	वेतन देयकाच्या कार्यालयीन प्रती फाईल	
२१	आकस्मिक खर्चाच्या देयकाच्या कार्यालयीन प्रती फाईल	
२२	वैद्यकीय परतावा देयकाच्या कार्यालयीन प्रती फाईल	
२३	शिकवणी शुल्क परतावा देयकाच्या कार्यालयीन प्रती फाईल	} ३ वर्षे
२४	सायकल व भ.नि.नि. अग्रिम देयकाच्या कार्यालयीन प्रती फाईल.	
२५	पूर्व तपासणीसाठी अधिदान व लेखा अधिकारी कार्यालयात पाठविलेल्या देयकाच्या कार्यालयीन प्रती फाईल.	
२६	LOC वरील पत्रव्यवहार फाईल	} २ वर्षे
२७	वेतन पावतीच्या कार्यालयीन प्रती फाईल	
२८	प्रवासभत्ता देयकाच्या कार्यालयीन प्रती फाईल	} १ वर्ष किंवा आक्षेपांचे अंतिम निराकरण होईपर्यंत.
२९	अधिदान व लेखा अधिकाऱ्यांचे पुर्वलक्षी परिक्षण अहवाल	
३०	आवक/जावक नोंदवही	३ वर्षे

ब. आस्थापना/भांडार शाखेत ठेवण्यात येणाऱ्या नोंदवह्या व फाईल यांची यादी

अनुक्रमांक	तपशील	ठेवण्याचा कालावधी
(१)	(२)	(३)
१	नेमणुका (तात्पुरती, तदर्थ, नियमित) संवर्गनिहाय व कर्मचारी-निहाय नोंदवही.	कायम
२	सेवाप्रवेश नियम इत्यादी.	
३	सर्वसाधारण वही/संग्रह वही/ जड वस्तू संग्रह नोंदवही	
४	कार्यालयासाठी नवीन इमारत खरेदी फाईल	
५	दूरध्वनी बसवणे व दुरुस्ती व इतरची फाईल	
६	पोस्टल बॅग/बॉक्स संबंधीचा पत्रव्यवहार फाईल	
७	तारायंत्राद्वारे करण्यात येणारा पत्रव्यवहार फाईल	
८	वित्तीय अधिकार प्रदान	
९	अ.जा./अ.ज. उमेदवार व इतर श्रेणीतील पदांचे आरक्षण	
१०	संशोधन अधिकाऱ्यांच्या अध्ययन अहवालासंबंधी पत्रव्यवहार	
११	म.प्र.न्या. (अध्यक्ष, उपाध्यक्ष व सदस्य यांचे वेतन व भत्ते आणि सेवाशर्ती) दुरुस्ती नियम, १९८७.	साधन सामग्री निर्लेखित झाल्या- नंतर ५ वर्षे.
१२	मसुदा तयार करणे/नियम दुरुस्ती करणे संबंधीच्या सर्व फाईल	
१३	वाहनचालकांचे लॉगबुक रजिस्टर	
१४	वातशितके, वातानुकूलित यंत्र व जलशितक	
१५	झेरोक्स मशीन आणि संगणक	
१६	इलेक्ट्रॉनिक टंकलेखन यंत्र	
१७	पेडस्टल पंखे	
१८	वॉटर फिल्टर	
१९	मोटर सायकल देखभाल	
२०	मोटर्स कार देखभाल	
२१	फ्रॅंकिंग मशीन	१० वर्षे
२२	चक्रमुद्रण यंत्र	
२३	कार्यालय स्थापना, कार्यालयीन भाडे अदा करण्याची व्यवस्था व कार्यालयीन इमारतीचे पाणी व वीज भाडे.	

(१)	(२)	(३)
२४	वीज व्यवस्थेबाबत सा. बां. विभागाशी पत्रव्यवहार	१० वर्षे
२५	शिस्त आणि इतर प्रशासकीय बाबी	चौकशी पूर्ण झाल्या- नंतर १० वर्षांने.
२६	उद्वाहनासंबंधी पत्रव्यवहार	
२७	सर्व कर्मचाऱ्यांची वेतननिश्चितीची फाईल	} १० वर्षे
२८	व्हेकेशन, सुट्ट्या, सर्किट सिटिंग्स इत्यादी	
२९	रेल्वेद्वारे आलेल्या मालाची पावती आणि दिलेली पावती	
३०	फॉक्स क्रेडिट-लेखा वही	
३१	मा. उपाध्यक्षांच्या वार्षिक बैठकीबाबत	} ५ वर्षे
३२	राज्य कर्मचाऱ्यांचे आगाऊ वेतनवाढ	
३३	अनुदान वही (उप-शीर्षाखाली तरतूद)	
३४	पाहुणचार व्यवस्थापन	
३५	रबरी शिक्क्यांची खरेदी	
३६	फॉर्म आणि नोंदवहीचे मुद्रण	
३७	मुद्रीत फॉर्म व नोंदवह्यांचा साठा व वितरण	} ३ वर्षे
३८	फर्निचर, फॉर्म, स्टेशनरी व इतर किरकोळ साहित्याच्या खर्चाचे नियमन.	
३९	पेट्रोल कुपनाची स्थळप्रत	
४०	आहरण व संवितरण अधिकाऱ्याची नमुना स्वाक्षरी	
४१	गेस्ट हाऊस, इत्यादीचे आरक्षण	
४२	स्थानिक वाहन भत्त्याचा परतावा	२ वर्षे
४३	किरकोळ रजामंजूरी, उशिरा हजेरी माफीबाबत इ.	१ वर्ष
४४	वैयक्तिक नस्त्या	सेवानिवृत्ती/मृत्यू/ राजीनामा झाल्यानंतर २ वर्षांने.
४५	सायकल, सण अग्रीम, दैनिक प्रवास भत्ता, रजाप्रवास सवलत, वाहन अग्रीम, भ.नि.नि. अग्रीम, अंशतः अंतिम प्रदान इ.	अंतिम वसुली झाल्यानंतर ३ वर्षांने.
४६	वरिष्ठ अधिकाऱ्यांचे रेल्वे आरक्षण	जमा किंवा अंतिम हिशोब झाल्यानंतर १ वर्षांने.

(१)	(२)	(३)
४७	अंतर्गत लेखा तपासणी टिप्पणी	अहवाल पूर्णतः मान्य झाल्यानंतर ३ वर्षांने.
४८	प्रतिनियुक्तीवरील कर्मचाऱ्यांच्या नेमणुका पुढे चालू ठेवणेबाबत	प्रतिनियुक्ती पूर्ण झाल्यानंतर ३ वर्षांने.
४९	शासकीय निवासस्थानाचे वितरण	३ वर्षे
५०	हजेरीपट नोंदवही	३ वर्षे

मुंबई, दिनांक ९ जानेवारी २००४.

पी. एस. पाटणकर,

अध्यक्ष,

महाराष्ट्र प्रशासकीय न्यायाधिकरण, मुंबई.

शासकीय मध्यवर्ती मुद्रणालय, मुंबई

महाराष्ट्र प्रशासकीय न्यायाधिकरण, मुंबई कार्यालयात तयार करण्यात आलेल्या फाईलची यादी :-

Sr. No.	File Name
1	पदे पुढे चालू ठेवण्याबाबत (जुनी फाईल)
2	पदे पुढे चालू ठेवण्याबाबत (नवीन फाईल)
3	प्रतिनियुक्तीने कर्मचाऱ्यांना सामावून घेण्याबाबत. (मुंबई, नागपूर, औरंगाबाद)
4	प्रतिनियुक्तीने पदे भरण्याबाबत
5	प्रतिनियुक्ती फाईल (वर्ग- 9 अधिकारी) DEPUTATION FILE FOR CLASS-I OFFICERS
6	पदे भरण्यावरील निर्बंध व अतिरिक्त संवर्ग कक्षातून पदे भरणे.
7	अस्थायी पदांचे स्थायी पदांत रूपांतर करणेबाबत.
8	शासकीय सुट्ट्या व व्हेकेशन (जुनी फाईल)
9	शासकीय सुट्ट्या व व्हेकेशन (नवीन फाईल)
10	Recruitment Rules. (Old File)
11	Recruitment Rules. (New File)
12	मा. सदस्यांच्या नेमणुकीबाबत
13	घरबांधणी अग्रिम
14	वाहनभक्ता व वाहन उपलब्धता
15	नागपूर व औरंगाबाद येथे प्रबंधकाचे पद भरणेबाबत
16	Framing and Amendment of The Rules
17	५ वा वेतन आयोग (अ) (ब) (क)
18	File of Water Cooler
19	गोपनीय अहवाल
20	Advisory Committee & Selection Committee
21	निरीक्षण अहवाल (अ)/प्रलंबित लेखा (ब)/अंतर्गत लेखा परिक्षा (क)
22	राज्य शासनाच्या सेवेतील शासकीय कर्मचारी/अधिकारी यांच्या मान्यताप्राप्त संघटनेची माहिती
23	अत्युत्कृष्ट कामाबद्दल आगाऊ वेतनवाढ मंजूर करणेबाबत वार्षिक अहवाल
24	शासकीय निवासस्थानातील सेवानिवृत्त झालेल्या व बदली झालेल्या अधिकाऱ्यांची त्रैमासिक माहिती पाठविणेबाबत
25	मराठी टंकलेखन यंत्र मंजूर करण्याबाबत
26	वित्तीय अधिकार नियम पुस्तिका
27	म.प्र.न्या.च्या आवारातील अनधिकृत हॉटेलचे बांधकाम पाडणेबाबत

28	निविदा कंत्राटे कराराचा तपशील महालेखापाल यांच्या कार्यालयात पाठविणेबाबत
29	बृहन्मुंबईतील खाजगी व शासकीय इमारतीमध्ये कार्यरत असलेल्या राज्यशासकीय कार्यालयासंबंधिची माहिती
30	महाराष्ट्र लोकसेवा आयोग/निवडमंडळे/जिल्हा निवड समित्या यांच्या कार्यक्षेत्रातील अनियमित नियुक्त्यांची माहिती/क्षेत्रातील पदांबाबत
31	वैधानिक विकास मंडळ
32	माजी सैनिक व स्वातंत्र्य सैनिक, पदविधर व अंशकालिन बेरोजगारांना शासकीय सेवेत सामावून घेणेबाबत
33	निवड मंडळाकडील प्रलंबित कामकाजाच्या हस्तांतरणाबाबत
34	लघुलेखाकांच्या (उ.श्रे.) २ पदांचे स्वीय सहाय्यक पदांत रूपांतर करणेबाबत
35	राज्य शासनाची ऋण स्थिती/दहाव्या वित्तीय आयोगास माहिती पुरविण्याबाबत
35 A	११ व्या वित्त आयोगाकीरता गौण मुद्यांचे संदर्भात माहिती पाठविण्याबाबत
36	शासन व्यवहारात राजभाषा मराठीचा (१००टक्के) वापर
37	शासकीय निवासस्थान मिळणेबाबत
38	शासकीय कर्मचारी/अधिकाऱ्यांस कायमपणाच्या फायद्याचे प्रमाणपत्र
39	लेखा व सेवा नियमासंबंधी प्रशिक्षण सत्र
40	वित्त विभाग- खर्चामध्ये काटकसर.
41	मुंबई कर्मचारी वृंद
42	नागपूर व औरंगाबाद कर्मचारी वृंद
43	Accommodation File of Mumbai
44	Nagpur Accommodation
44- A	Corporation Tax (Nagpur)
45	Aurangabad Accommodation
46	मुंबई फर्निचर फाईल
47	Mumbai Furniture
48	Aurangabad Furniture
49	मुंबई इलेक्ट्रिक/ एअरकंडिशन
50	Nagpur A.C.
51	Aurangabad AC
52	मा.अध्यक्ष, मा. उपाध्यक्ष यांच्या निवासस्थानी फर्निचर पुरविणेबाबत
53	सा.बां. विभाग- दरवाजा, पंखे, लाईट दुरुस्ती
54	औरंगाबाद - दुरुस्ती फेरफार, उद्वाहन बसविणे

55	तिसरे कोर्ट तयार करणेबाबत
56	झेरोक्स मुंबई
57	नागपूर व औरंगाबाद झेरोक्स
57-A	Xerox Machine Nagpur & Aurangabad (New File)
58	Fax Machine
59	आहरण व संवितरण अधिकारी
60	Delegation of Powers
61	गणवेश
62	स्थायी अग्रिम
63	महिला कर्मचाऱ्यांच्या तक्रार निवारणाबाबत
64	MSSIDC LTD यांचेकडून नवीन फर्निचर खरेदीबाबत- मुंबई
64-A	Furniture Purchased from M.S.S.I.D.C.& Central Jail
65	इतर मंत्रालयीन विभाग
66	वाहन अग्रिम व इतर
67	परिपत्रकाची फाईल
68	सेवांतर्गत आश्वासित प्रगती योजना
68-II	सेवांतर्गत आश्वासित प्रगती योजना (कालबद्ध पदोन्नती) मार्च-२००८
69	उच्च न्यायालयाशी केलेला पत्रव्यवहार
70	Office order file
71	New telephone file
72	New telephone file
73	महान व्यक्तीची तैलचित्रे पुरविणे
74	
75	अल्प संख्यांक आयोग
76	इतर प्रशासकीय न्यायाधिकरणांशी झालेला पत्रव्यवहार
77	माहितीचा अधिकार अधिनियम - २००५
78	महाराष्ट्र माहिती अधिकार
79	Rules regarding destruction of records of MAT
80	Rules regarding destruction of records of MAT
81	विलंबाने प्रदान करण्यात आलेल्या सेवानिवृत्ती उपदान/मृत्युउपदान निवृत्ती वेतनावर व्याज देण्याबाबत अहवाल
82	समन्वय अधिकारी यांचे नेमणूकीबाबत

83	भाडेत्वावरील सदनिकांची दुरुस्तीकरण्याबाबत
84	मप्रन्याच्या वाशी येथील कार्यालयासंबंधी
85	मुंबई - मा. उपाध्यक्ष (ए.सी. फर्निशींग, टेलिफोन, वृत्तपत्र इ.)
86	टंकलेखन यंत्र - मुंबई/नागपूर/औरंगाबाद
87	मप्रन्या नागपूर खंडपीठ प्रशासकीय सदस्य पदावरील नियुक्तीबाबत
88	चक्रमुद्रण यंत्र
89	मुख्यमंत्री सहायता निधी
90	ए.सी. कार खरेदीबाबत
91	शासकीय वाहनावर लाल दिवा वापरण्याबाबत
92	नविन गाडी खरेदीबाबत - २००४
92-A	वाहनचालक पदांसाठी आलेले अर्ज
93	अध्यक्ष, उपाध्यक्ष व सदस्य यांचे वेतन निश्चितीबाबत
94	अनुसूचित जमातीच्या व्यक्तींना जातीची प्रमाणपत्रे देण्याबाबत
95	मा. राज्यपाल यांच्या अभिभाषणाकरीता माहिती
96	Conference File
97	महिलांसाठी ३० टक्के जागा आरक्षित ठेवण्याबाबत
98	२० कलमी कार्यक्रम
99	High Court Transfer File - Year 2003-04
100	Report of Study Committee on Staffing Pattern for MAT
101	शासकीय जमिनीचे अतिक्रमणे व अनधिकृत बांधकाम यापासून संरक्षण करण्याबाबत
102	मप्रन्याच्या कार्यकक्षा वाढविण्याबाबत
103	National Commission for Schedule Cast & ST
104	सन १९९१-९२ या वित्तिय वर्षाच्या बचतीचा अहवाल
105	पोलिस गार्ड पुरविण्याबाबत
106	किरकोळ पत्रव्यवहार
107	गट-अ आणि ब मधील अधिकाऱ्यांसाठी विचार विनिमय समिती स्थापन करण्याबाबत शासन परिपत्रकाची प्रत
108	अनुकंपा कारणास्तव कर्मचारी नेमणूका
109	नविन पदे निर्माण करण्यावरील बंधने याबाबतचा त्रैमासिक अहवाल
110	ग्राम विकास विभाग - मप्रन्यास माहिती उपलब्ध करून देणेबाबत
111	सेवायोजन कार्यालयाकडून मुलाखतीसाठी आलेल्या उमेदवारांची माहिती
112	अर्थसंकल्प नियम पुस्तिका खंड-दोन मध्ये छापण्यासाठी प्राक्कलन व नियंत्रक अधिकाऱ्यांची माहिती

113	सहा. अधिदान व लेखा कार्यालयाशी झालेला पत्रव्यवहार
114	वाळवी फाईल
115	क्रीडास्पर्धा
116	निलंबनाधीन असलेले अधिकारी व कर्मचारी यांची माहिती
117	राजीव गांधी प्रशासकीय गतीमानता प्रगती अभियान व स्पर्धा
118	प्रशासकीय सुधारणेसंदर्भात मप्रन्याची माहिती
119	प्रॉपर्टी बाबतची कागदपत्रे - श्री. झिंजर्ड, मा. प्रबंधक
120	HOR Facility
121	वित्त विभाग - रजेबाबत
122	वित्त विभाग - तदर्थ बोनस
123	वित्त विभाग - सण अग्रिम व प्युन अलौन्स
124	वित्त विभाग - घरभाडे भत्ता व अतिकालीक भत्ता
125	File relating TA, LTC and rules of TA, LTC
126	वित्त विभाग - अंतरीम वाढ
127	वित्त विभाग - स्थानिक पुरक भत्ता
128	वित्त विभाग - आयकर (Income Tax)
129	वित्त विभाग - सुधारीत वेतनश्रेणीनुसार वेतन निश्चिती
130	राज्य शासकीय कर्मचारी गट विमा योजना १९८२
131	वित्त विभाग - निवृत्तीवेतन धारकांबाबत
132	वित्त विभाग - महागाई भत्ता
133	शासकीय व इतर कार्यालयांमध्ये वाहनांच्या वापरासंबंधी धोरण
134	तारांकित/अतारांकित प्रश्न
135	शासकीय कर्मचाऱ्यांच्या संपाबाबत व बंदबाबत
136	शासकीय रकमेची/मालमत्तेची चोरी नुकसानीबाबत त्रैमासिक अहवाल
137	न वापरलेल्या साधन सामग्रीमध्ये अडकून राहिलेला सरकारी निधी
138	लेखापाल कर्तव्याविषयी - महाराष्ट्र वित्त व लेखा संवर्गाबाबत
139	घरबांधणी अग्रिम - प्रतिक्षा यादी
140	File relating to yearly internal transfer
141	शासन सेवेतील अधिकारी/कर्मचारी यांच्या सेवाविषयक बाबींचा आढावा
142	सेवारोधीत कर्मचाऱ्यांच्या काळ्या यादीबाबत
143	अपंगांना शासकीय सेवेत सामावून घेण्याबाबत त्रैमासिक अहवाल
144	स्वातंत्र दिन, प्रजासत्ताक दिन व महाराष्ट्र दिन
145	रोख रक्कम हाताळण्याबाबत विशेष वेतन
146	सेवायोजन कार्यालयामार्फत झालेल्या नेमणूका

147	सार्वत्रिक निवडणुका
148	Assets & Liabilities
149	सार्वजनिक आरोग्य विभाग
150	सेवानिवृत्त होणाऱ्या शासकीय अधिकारी/कर्मचाऱ्यांची माहिती
151	GR of GAD
152	भविष्य निर्वाह निधी
153	GR of finance department
154	भविष्य निर्वाह निधी - गहाळ रकमांबाबत
155	कर्मचारी गणना
156	वित्त विभाग
157	श्री ईश्वरलाल छबीलदास वेसुवाला
158	MAT MUMBAI- COMPLAINTS
159	Writ Petition
160	File relating to proceedings launched by Shri Gorwadkar against Shri Sawaleshwarkar and others
161	File relating to the writ petition against MAT
162	File relating to grivance made by Shri R. V.Patil
163	Old file relating to siting arrangments of benches
164	Old file of transfer of cases under Section 25 and referances under Section 26
165	File relating to the rules for grant of certified copies
166	Old file relating to the establishment of MAT and transfer of cases
167	Circulation of judgements
168	File relating to contempt of courts
169	विधी आयोग भारत सरकार यांचेशी झालेला पत्रव्यवहार
170-A	Computer Purchase
170-B	Computer Purchase
170-C	Computer Purchase
170-D	Computer Purchase - (2007-08)
170-E	Computer Purchase - (2009-10)
170-F	Computer Purchase - (2010-11)

171	गाडी क्र.एम-३४० च्या पंखे चोरीबाबत
172	File of old car bearing No. MVF- 9455
173	File of Car No. MH-01-V-2034
174	RBI मध्ये भरलेल्या IPO च्या OC
175	File of Car No. V-242
176	File of Car No. M-340
177	गाड्या दुरुस्ती - नागपूर व औरंगाबाद
178	Old file of vehicle No. BLF-5009
179	Old file of vehicle No. 32
180	Old file of vehicle No. BLB- 4666
181	File for vehicle No. BLB -4665
182	File of Chairman's car No. 2034
183	High Court credit society file
184	ICICI Bank File
185	PLA Bank Account deposit debit file
186	File containing Form No. 16 (2001-02)
187	File of Form No. 16 (2002-03)
188	File of Form No. 16 (2003-04)
189	मप्रन्या मुंबईसाठी खाते क्रमांक (TAN) मिळणेबाबत
190	सामान्य प्रशासन विभाग
191	'ड' वर्ग तसेच शिक्षक कर्मचारी यांच्या भविष्य निर्वाह निधी लेख्याच्या लेखांकनात आढळत असलेल्या त्रुटीबाबत तात्काळ उपाय योजना करणेबाबत
192	संगणक प्रशिक्षण
193	कर्तव्यस्थानी दिलेल्या शासकीय निवासस्थानासाठी अनुज्ञप्ती शुल्काची वसुली
194	आदिवासी विकास विभाग, मंत्रालय, मुंबई व उद्योग उर्जा कामगार विभाग
195	इतर मागासवर्गीय
196	चतुर्थश्रेणी कर्मचाऱ्यांच्या भविष्य निर्वाह निधी व निधीबाबतच्या मासिक, वार्षिक वितरणपत्रे पाठविण्याबाबत
197	औरंगाबाद व नागपूर येथील कार्यालयासाठी भूखंड व अधिकाऱ्यांसाठी निवासस्थान
198	मप्रन्या मुंबई १९९२ - G.P. MAT यांचा पत्रव्यवहार
199	Misc. Complaints
200	अधिकारी व कर्मचारी - तक्रारी व चौकशी
201	खर्चमेळ - जुनी फाईल

202	खर्चमेळ - नवीन फाईल
203	Expenditure of MAT, Nagpur
204	Expenditure of MAT, Mumbai
205	Expenditure of MAT, Bombay
206	Expenditure of MAT, Aurangabad
207	विनियोजन लेखे १९९३-९४
208	विनियोजन लेखे १९९४-९५
209	१९९४-९५ या वित्तिय वर्षासाठीच्या लेखानुदानाचे वाटप
210	विनियोजन लेखे १९९५-९६
211	कार्यक्रम अंदाजपत्रक - १९९८-९९ पर्यंत
212	कार्यक्रम अंदाजपत्रक - १९९९-२००० पासून
213	१९९९-२००० सालातील योजनेत्तर खर्चाची माहिती
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215	लेखा परिक्षण - Audit
216	महाराष्ट्र विधान मंडळाच्या संलग्न स्थायी समित्यांना माहिती पुरविणेबाबत
217	देयके नष्ट करण्याबाबत
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219	प्रतिस्वाक्षरी
220	प्रतिस्वाक्षरीबाबत - सन २००३-०४
221	प्रतिस्वाक्षरीबाबत - सन २००४-०५
222	खर्चमेळ - नागपूर एप्रिल १९९९
223	खर्चमेळ - औरंगाबाद
224	Nagpur reconciliation
225	Aurangabad reconciliation
226	Nagpur reconciliation - 2004-05
227	Aurangabad reconciliation
228	Reconciliation file of Nagpur and Aurangabad
229	Reconciliation file of 2000-2001
230	common file खर्चमेळ
231	File of reconciliation (Transffer entries)
232	File of Reconciliation 2003-2004
233	Mumbai reconcilliation 2004-2005
234	अर्थसंकल्पीय अंदाज वर्ष १९९६-९७
235	अर्थसंकल्पीय अंदाज वर्ष १९९७-९८

236	अर्थसंकल्पीय अंदाज वर्ष १९९८-९९
237	अर्थसंकल्पीय अंदाज वर्ष १९९९-२०००
238	अर्थसंकल्पीय अंदाजपत्रक वर्ष २०००-२००१
239	अर्थसंकल्पीय अंदाजपत्रक वर्ष २००१-२००२
240	अर्थसंकल्पीय अंदाजपत्रक वर्ष २००२-२००३
241	अर्थसंकल्पीय अंदाजपत्रक वर्ष २००३-२००४
242	अर्थसंकल्पीय अंदाजपत्रक वर्ष २००४-२००५
243	Minutes of the Meetings
244	गाडी खरेदी करणेबाबत
245	मोटार वाहन दुरुस्तीबाबत
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247	Monthly Report of MAT, Mumbai
248	Monthly Report of MAT, Ahmedabad
249	Monthly Report of MAT, Nagpur
250	Protocol File
251	Bills and Reciepts of Bathija Travels - 2003
252	Bills and Reciepts of Bathija Travels Pvt. Ltd.- 2004
253	Programme File
254	Office order File -w.e.f.11.2.2003
255	Office order file relating to Constitution of sitting arrangments of Single Bench
256	Office Orders file relating to subject of Division Bench and Single Bench
257	File of Separate Computer Room and A.C.
258	File of eager person for deputation in M.A.T. and have filed application through proper channel
259	File of Departmental Promotion
260	अर्थसंकल्पीय अंदाज - २००५-०६
261	Departmetal Examination Rules of year 2005
262	File of New Technical Staff Recruitment Rule of Year 2005
263	File of New Ministrial Staff Recruitment Rule of Year 2005
264	Law and Judicial Department

265	राज्याचे जेष्ठ नागरिक धोरण
266	भारतीय डाक सेवा
267	नविन गाड्यांचे वाटप
268	वेतन (वेतन, मंजुरी व निवृत्तीवेतन) बाबतची संगणक सांकेताकानुसार माहिती
269	नवीन गाडी खरेदीची फाईल (मारुती एस्टीम व्ही.एक्स. कार)
270	नोकरी साठी आलेले अर्ज
271	File of further correspondence relating to promotion of Shri S.K. Joshi as Dy Registrar, Adhoc basis and Transfer of Shri S.G. Saodekar, Dy Registrar, M.A.T. Nagpur
272	अध्यक्ष निवासस्थानाबाबत
273	वर्तमानपत्र भत्ता
274	Departmental Examination(A)
275	Appointment of Candidates directly recruited in M.A.T. for their regularisation
276	सहाय्यक प्रबंधक, संशोधन अधिकारी ही पदे पदोन्नतीने भरण्यासाठी प्रक्रियांची फाईल
277	File of promotion to the post of Personal Assistant
278	File of promotion to the post of Stenographer(H.G.)
279	File of promotion to the post of Naik
280	File of promotion to the post of Chopdar
281	म.प्र.न्या. नागपूरला पाठविलेल्या अनुदानाचे आदेश
282	म.प्र.न्या. औरंगाबादला पाठविलेल्या अनुदानाचे आदेश
283	Repairs and maintainance of new vehicles
284	निदंणीकरणाच्या केसेसची फाईल
285	रद्दी कागद विकणेबाबत
286	Miscellaneous file(S.K.Joshi)
287	File of proposal to amending Rule 7 of the M.A.T.(Procedure)Rule 1988 (Cupboard)
288	Protocol (Uniform and Mobile purchased)
289	File of the Selection of Driver on Contract Basis
290	लघुलेखक उच्चश्रेणी निवड प्रक्रिया
291	लिपिक पदांकरिता निवड प्रक्रियांची फाईल
292	मोबाईल जप्त करणे व ते परत करणे

293	माननीय उच्च न्यायालयाच्या निर्णयानुसार मप्रन्यामधील कर्मचाऱ्यांना नियमित करण्याबाबतेच्या प्रक्रियेची फाईल
294	शिपाई पदांकरिता निवड प्रक्रियांची फाईल
295	Vacation of Officers & Staff Members
296	Shetty Commission(A)
297	Shetty Commission(B)
298	नवीन अंशदान निवृत्ती योजना
299	Proposal of upgradation of Technical Staff
300	Computer Advance
301	Petrol Reimbursement
302	Representation of Class III Employees
303	Proposal of Upgradation of Non Technical Staff
304	प्रशासकीय प्राधिकरण दुरुस्ती विधेयक २००६ च्या परिक्षणाबाबत
305	अर्थसंकल्पयी अंदाज २००७-०८
306	खर्चमेळ २००६-०७
307	Duty List Aurangabad Bench
308	२००६-०७ मधील खर्चाच्या पूरक मागण्या
309	मुख्य सादरकर्ता अधिकारी व सादरकर्ता अधिकारी यांची नव्याने नियुक्ती करणेबाबत
310	अनुसूचित जमाती प्रमाणपत्र तपासणी
311	नागरिकाची सनद
312	अर्जाची छानणी करण्याबाबत (Misc File)
313	e-TDS
314	BDS अर्थसंकल्पिय वितरण प्रणाली
315	Recommendation of Law Commission Report (162th Report)
316	कोषवाहिनी
317	Renovation of MAT, Mumbai
318	अर्थसंकल्पीय अंदाज २००८-०९
319	Letter Regarding State Human Rights Commission
320	Circular inviting application on Establishment on the High Court, Mumbai
321	Yashda
322	Inverter Purchase
323	Circulation of Judgment to Nagpur & A'bad

324-A	Inspection of Registry - Aurangabad Bench
324-B	Inspection of Registry - Nagpur Bench
325	Paper's Regarding Promotioin of R.O., Sheristedar & Accountant
326	6th Pay Commission
327	2008-09 मधील खर्चाच्या पूरकमागण्या - नोव्हेंबर ०८ चे (नागपूर) अधिवेशन
328	अर्थसंकल्पीय अंदाज २००९-१०
329	Printer Purchase
330	Advance Increment - OCT 2008
331	Laptop (Judicial Officer)
332	New Xerox Machine Purchase for Mubai & Bench at Nagpur
333	Dead Stock File
334	File of Appointment - Sheristedar, Assistant
335	Exemption from Language Exam.
336	Seniority List of Deputy Registrar for the Promotion of Registrar
337	लघुलेखक/लिपिक व शिपाई यांच्या भरतीबाबत(नागपूर/औरंगाबाद)
338	नागपूर फर्निचर
339	अर्थसंकल्पीय अंदाज सन २००७-०८
340	Providing Electrical Appliances & Furniture at Official residence of Hon'ble Judges
341	विभागीय चौकशी प्रकरणांचा वार्षिक अहवाल सन २००६ पासून
342	शासकीय निवासस्थानाची माहिती (घरभाडे अनुसूची)
343	खर्चमेळ (मुंबई) २००९-१०
344	खर्चमेळ (नागपूर) २००९-१०
345	खर्चमेळ (औरंगाबाद) २००९-१०
346	MAT Procedure Rules &SB/DB (Subject) Office Order
347	G.R. & Letters Regarding Roaster
348	Filing the post of Hon'ble Member Nagpur
349	Misc. Letters Sent to Nagpur & Aurangabd
350	Purchase of Logo for M.A.T.,Mumbai Office

351	Correspondence of HOR Rules Travelling Facilities to the High Officials
352	अर्थसंकल्पीय अंदाज २०१०-११
353	वाहनचालकाचे पद कंत्राटीपध्दतीने भरणेबाबत
354	Implementation of Biometric System
355	Providing Transport to the Hon. Members of MAT by Maharashtra Sadan at New Delhi.
356	Punjab National Bank
357	ओळखपत्र वितरण नोंदवही
358	मुंबईसह नागपूर व औरंगाबाद खंडपीठावरील अधिकारी/कर्मचाऱ्यांच्या जातीचे दाखले
359	वर्ग-३ व वर्ग-४ च्या कर्मचाऱ्यांची सेवाजेष्ठता यादी
360	अधिकारी व कर्मचारी यांच्या कामाचे वाटप व विभाजन
361	शासकीय इमारतीत स्टार लेबल असलेल्या अर्जा कार्यक्षम विद्युत/उर्जा उपकरणांचा वापर
362	Papers of meeting held on 17.07.2010
363	अर्थसंकल्पीय अंदाज २०११-१२
364	Padmanabhan commission
365	Web Site
366	Citizen Centric Administration
367	वित्तीय वर्षातील अपहार व अफरातफरीशी संबंधित प्रमाणकांची माहिती
368	Publication of 17 Manuals and other information as per RTI Act, 2005

कलम ४ (१) (ख) (सात)

**महाराष्ट्र प्रशासकीय न्यायाधिकरणाचे परिणामकारक कामासाठी जनसामान्यांशी सल्ला मसलत
करण्याची व्यवस्था :-**

हे कार्यालय न्यायिक स्वरूपाचे कार्यालय असून न्यायाधिकरणाचे कामकाज परिणामकारक करण्यासाठी जनसामान्यांशी सल्ला मसलत केली जात नाही. सबब या विषयाची 'निरंक' माहिती समजण्यात यावी.

कलम ४ (१) (ख) (आठ)

**ज्यामध्ये सल्ला देण्यासाठी दोन किंवा अधिक व्यक्तींचे घटक असणाऱ्या मंडळात परिषदेत अथवा इतर
संस्थामध्ये त्या मंडळाच्या परिषदेच्या समितीच्या बैठका त्यांचे इतिवृत्त खुलासा जनतेसाठी खुल्या
आहेत किंवा कसे :-**

या कार्यालयाच्या दैनंदिन कामकाजात मदत करण्यासाठी व धोरणात्मक निर्णय घेण्यासाठी समिती गठन करण्यात येते व त्यानुसार कार्यवाही करून शासनास अवगत केले जाते.

कलम ४ (१) (ख) (नऊ)

महाराष्ट्र प्रशासकीय न्यायाधिकरण या कार्यालयातील पदाधिकारी, अधिकारी व कर्मचारी यांची नांवे व त्यांचे मासिक वेतन :-

<u>MAHARASHTRA ADMINISTRATIVE TRIBUNAL, MUMBAI</u> (POSITION AS ON DECEMBER-2010)						
No.	Name of the Person	Designation	PAY BAND	Gross Amt	Deduct ion	Net Amt
1	Justice Dr. S. Radhakrishnan	Chairman	80000 (Fixed)	93650	200	93450
2	Shri R.B. Budhiraja	Vice Chairman	80000 (Fixed)	88000	20200	67800
3	Vacant	Member (J)	80000 (Fixed)			
4	Shri A.P. Sinha	Member (A)	80000 (Fixed)	112000	20200	91800
<u>MAHARASHTRA ADMINISTRATIVE TRIBUNAL, NAGPUR BENCH</u> (POSITION AS ON DECEMBER-2010)						
5	Justice Shri K.J. Rohee	Vice Chairman	80000 (Fixed)	112000	20200	91800
6	Shri A.P. Deshpande	Member (J)	80000 (Fixed)	126238	7500	118738
7	Shri B. Majumdar	Member (A)	80000 (Fixed)	70000	14000	56000
<u>MAHARASHTRA ADMINISTRATIVE TRIBUNAL, AURANGABAD BENCH</u> (POSITION AS ON DECEMBER-2010)						
8	Shri R. Gopal	Vice Chairman	80000 (Fixed)	94000	20200	114200
9	Shri Justice N.V. Dabholkar	Member (J)	80000 (Fixed)	94000	27200	121200
10	Shri S.B. Dhattrak	Member (J)	80000 (Fixed)	152000	51440	203440

टिप :- महाराष्ट्र प्रशासकीय न्यायाधिकरणातील अध्यक्ष, उपाध्यक्ष तसेच सदस्य या पदांवर नियुक्ती करताना मा. उच्च न्यायालयातील सेवानिवृत्त न्यायमुर्ती तसेच भारतीय प्रशासन सेवेतील सेवानिवृत्त अधिकाऱ्यांची विहित तरतुदीनुसार नियुक्ती करण्यात येते. त्यांचे वेतन प्रदान करताना मुळ वेतनामधून पेन्शन वजा करून त्यांचे वेतन काढण्यात येते. (Pay -Pension)

MAHARASHTRA ADMINISTRATIVE TRIBUNAL, MUMBAI

(POSITION AS ON DECEMBER-2010)

No.	Name of the Person	Designation	Class	Date of Entry in Govt. Service	Basic Pay	Grade Pay	Grand Total
1	Shri. S.K. Joshi	Registrar	A	17/07/1984	37400	8700	46100
2	Vacant	Deputy Registrar	A				
3	Shri. R.T. Kolgane	Assistant Registrar	A	06/02/1999	15600	5400	21000
4	Vacant	Research Officer	A				
5	Vacant	Research Officer	A				
6	Smt. P.S. Zadkar	P.A.	A	11/10/1990	21670	4600	26270
7	Shri. A.K. Nair	P.A.	A	09/07/1991	19510	4600	24110
8	Smt. M.P. Mundaye	SUPERINTENDENT	B	13/10/1978	18230	4300	22530
9	Smt. K.C. Jadhav	SUPERINTENDENT	B	15/04/1980	16350	4300	20650
10	Smt. B.R. Gaikar	SHERISTEDAR	B	05/05/1988	14450	4300	18750
11	Shri R.P. Juwale	SHERISTEDAR	B	22/10/1992	11250	4300	15550
12	Shri. S.G. Jawalkar	STENO-GRAPHER (H.G.)	B	08/07/1991	18320	4500	22820
13	Shri. C.S. Bhosle	STENO-GRAPHER (H.G.)	B	18/05/1993	17340	4400	21740
14	Shri S.K. Wamanse	STENO-GRAPHER (H.G.)	B	03/05/1993	16030	4400	20430
15	Vacant	STENO-GRAPHER (H.G.)	B				

16	Vacant	STENO- GRAPHER (H.G.)	B				
17	Shri S.H.More	ASSISTANT	C	02/05/1991	11530	2800	14330
18	Shri S.B. Kadam	ASSISTANT	C	22/10/1992	10050	2800	12850
19	Smt. V.R. Hatkar	ASSISTANT	C	22/10/1992	11250	2800	14050
20	Vacant	ACCOUNTANT	C				
21	Smt. P.R. Kamuni	STENO-TYPIST	C	02/07/2004	8560	2400	10960
22	Miss V.A. Jawale	STENO-TYPIST	C	14/07/2004	8560	2400	10960
23	Smt S.T.Mhatre	CLERK	C	07/12/1992	10360	2350	12710
24	Smt P.Y.Naik	CLERK	C	20/06/1994	8640	2800	11440
25	Shri. R.S. Gaikwad	CLERK	C	08/06/1993	7720	1900	9620
26	Shri P.B. Thakur	CLERK	C	11/06/1993	7560	1900	9460
27	Shri S.R. Sawant	CLERK	C	19/11/2001	7560	1900	9460
28	Shri A.R. Bharmal	CLERK	C	19/11/2001	7560	1900	9460
29	Shri A.K. Bhosale	DRIVER	C	26/04/1991	9090	2100	11190
30	Shri B.H. Rathod	DRIVER	C	13/06/1991	9090	2100	11190
31	Shri S.B. Parab	DRIVER	C	08/07/1991	9090	2100	11190
32	Shri V.A. Gaikwad	DRIVER	C	02/09/1992	8930	2100	11030
33	Shri S.I. Tidake	CHOPDAR	C	07/03/1991	8930	2100	11030

34	Shri V.T. Dhure	CHOPDAR	C	01/06/1991	8930	2100	11030
35	Shri N.S. Dawande	CHOPDAR	C	09/07/1991	8930	2100	11030
36	Shri V.V. Mayekar	CHOPDAR	C	09/07/1991	7720	1900	9620
37	Shri D.B. Rane	NAIK	D	19/02/1992	7400	1600	9000
38	Shri D.K. Tirgul	PEON	D	09/07/1991	7140	1300	8440
39	Shri S.J. Shilelan	PEON	D	19/02/1992	7370	1450	8820
40	Shri M.J. Shilelan	PEON	D	18/11/1992	7440	1450	8890
41	Shri V.R. Kanade	PEON	D	01/07/1991	6410	1300	7710
42	Smt. L.R. Sonawane	PEON	D	15/11/1992	7370	1450	8820
43	Smt. S.G. Tayade	PEON	D	19/11/1992	7370	1450	8820
44	Smt. K.S. Kamble	PEON	D	10/05/1993	7240	1450	8690
45	Shri S.S. Parab	PEON	D	05/12/2001	6230	1300	7530
46	Shri S.G.Patil	PEON	D	21/08/2006	5180	1300	6480
47	Shri A.A.Chodankar	SWEEPER	D	05/01/2006	5180	1300	6480

MAHARASHTRA ADMINISTRATIVE TRIBUNAL, NAGPUR

(POSITION AS ON DECEMBER-2010)

No.	Name of the Person	Designation	Class	Date of Entry in Govt. Service	Basic Pay	Grade Pay	Grand Total
1	Shri K.G. Mohammed	Registrar	A	28/08/1978	37400	8700	46100
2	Vacant	Deputy Registrar	A				
3	Vacant	Assistant Registrar	A				
4	Smt. S.K. Thombre	P.A.	A	03/06/1994	17300	4600	21900
5	Shri P.D. Girhale	STENO-GRAPHER (H.G.)	B	12/06/2003	17300	4400	21700
6	Shri D.N. Kadam	STENO-GRAPHER (H.G.)	B	05/10/2001	11360	4400	15760
7	Vacant	STENO-GRAPHER (H.G.)	B				
8	Shri P.P. Khaparde	SUPERINTENDENT	B	03/10/1998	16740	4300	21040
9	Smt. Arefa Bano	SUPERINTENDENT	B	01/10/1993	15590	4300	19890
10	Shri S.R. Shende	SHERISTEDAR	B	02/09/1991	15590	4300	19890
11	Shri S.B. Gundalwar	SHERISTEDAR	B	10/04/1992	15590	4300	19890
12	Shri Arifur Raheman	SHERISTEDAR	B	13/06/1994	12950	4300	17250
13	Shri J.N. Godshalwar	ASSISTANT	C	18/04/1994	12330	2800	15130
14	Shri M.K. Wade	ASSISTANT	C	01/11/1991	11250	2800	14050
15	Shri R.P. Deo	ACCOUNTANT	C	18/06/2004	10460	2800	13260

16	Vacant	STENO-TYPIST	C				
17	Shri A.L. Kakde	CLERK	C	08/04/1992	7610	1900	9510
18	Shri S.R. Gujar	CLERK	C	16/11/1992	7560	1900	9460
19	Shri N.N. Madne	CLERK	C	30/12/2008	6310	1900	8210
20	Shri N.B. Yadav	CLERK	C	23/03/2009	6070	1900	7970
21	Shri D.P. Lonkar	DRIVER	C	01/03/1994	8860	2100	10960
22	Shri Mohd. Shakeel	DRIVER	C	01/03/1994	8860	2100	10960
23	Shri H.K. Durugkar	DRIVER	C	01/03/1994	8860	2100	10960
24	Shri N.R. Deshmukh	CHOPDAR	C	10/04/1992	8370	1900	10270
25	Shri Syed. Abid Ali	CHOPDAR	C	08/04/1993	7290	1900	9190
26	Shri S.M. Karande	CHOPDAR	C	01/09/2001	6820	1900	8720
27	Shri K.D. Humne	NAIK	D	06/10/2001	6400	1600	8000
28	Shri K.C. Wanjari	PEON	D	10/04/1992	7370	1450	8820
29	Shri N.B. Shende	PEON	D	01/09/2001	6240	1300	7540
30	Shri A.N. Shende	PEON	D	05/03/2007	4990	1300	6290
31	Shri M.B. Polkundwar	PEON	D	05/03/2007	4990	1300	6290
32	Shri S.N. Mundale	PEON	D	05/03/2007	4990	1300	6290
33	Smt. V.N. Kawale	PEON	D	05/03/2007	4990	1300	6290

MAHARASHTRA ADMINISTRATIVE TRIBUNAL, BENCH AT AURANGABAD
(POSITION AS ON DECEMBER-2010)

No .	Name of the Person	Designation		PAY BAND	G.P. attached to P.B.	Basic Pay	Grade Pay	Grand Total
1	Smt. S.B. Varma	Registrar		51550-63070	0	63070	0	63070
2	Vacant	Deputy Registrar	PB-3	15600-39100	6900			
3	Vacant	Assistant Registrar	PB-3	15600-39100	6600			
4	Vacant	Research Officer	PB-3	15600-39100	6600			
5	Shri A.T. Pathan	P.A.	PB-2	9300-34800	4600	21670	4600	26270
6	Shri V.Y. Borude	SUPERINTE NDENT	PB-2	9300-34800	4300	12950	4300	17250
7	Shri R.Z. Jadhav	SUPERINTE NDENT	PB-2	9300-34800	4300	15210	4300	19510
8	Shri R.R. Pathan	SHERISTED AR	PB-2	9300-34800	4300	15210	4300	19510
9	Shri A.D. Kumbhamwar	SHERISTED AR	PB-2	9300-34800	4300	14080	4300	18380
10	Shri J.A. Syed	SHERISTED AR	PB-2	9300-34800	4300	12950	4300	17250
11	Shri A.R. Joshi	STENO- GRAPHER (H.G.)	PB-2	9300-34800	4400	17340	4400	21740
12	Shri H.D. Deshmane	STENO- GRAPHER (H.G.)	PB-2	9300-34800	4400	16890	4400	21290
13	Vacant	STENO- GRAPHER (H.G.)	PB-2	9300-34800	4400			
14	Vacant	STENO- GRAPHER (H.G.)	PB-2	9300-34800	4400			
15	Shri R.R. Kulkarni	ASSISTANT	PB-1	5200-20200	2800	11250	2800	14050
16	Shri S.D. Sutawane	ASSISTANT	PB-1	5200-20200	2800	10460	2800	13260

17	Shri G.B. Mandre	STENO-TYPIST	PB-1	5200-20200	2400	8190	2400	10590
18	Shri N.V. Kulkarni	CLERK	PB-1	5200-20200	1900	8030	1900	9930
19	Shri P.K. Rathod	CLERK	PB-1	5200-20200	1900	8360	1900	10260
20	Shri N.S. Salve	CLERK	PB-1	5200-20200	1900	7140	1900	9040
21	Vacant	CLERK	PB-1	5200-20200	1900			
22	Shri B.D. Dandge	DRIVER	PB-1	5200-20200	2100	8850	2100	10950
23	Shri C.H. Joshi	DRIVER	PB-1	5200-20200	2100	8850	2100	10950
24	Shri D.K. Komatwar	DRIVER	PB-1	5200-20200	1900	7080	1900	8980
25	Shri V.B. Golhar	CHOPDAR	PB-1	5200-20200	1900	7850	1900	9750
26	Shri S.D. Kamble	CHOPDAR	PB-1	5200-20200	1900	7570	1900	9470
27	Shri D.R. Lalzare	CHOPDAR	PB-1	5200-20200	1900	7290	1900	9190
28	Shri A.P. Sutavane	NAIK	-1 S	4440-7440	1600	6650	1600	8250
29	Shri A.M. Vishwasu	PEON	-1 S	4440-7440	1300	6220	1300	7520
30	Shri P.G. Kulkarni	PEON	-1 S	4440-7440	1300	4990	1300	6290
31	Shri R.S. Kakde	PEON	-1 S	4440-7440	1300	4990	1300	6290
32	Shri B.R. Erande	PEON	-1 S	4440-7440	1300	4990	1300	6290
33	Shri R.S. Pradhan	PEON	-1 S	4440-7440	1300	4990	1300	6290
34	Vacant	PEON	-1 S	4440-7440	1300			

कलम ४ (१) (ख) (दहा)
महाराष्ट्र प्रशासकीय न्यायाधिकरण या कार्यालयातील अधिकारी व कर्मचारी यांची वेतनश्रेणीची माहिती
प्रकाशित करणे :-

MAHARASHTRA ADMINISTRATIVE TRIBUNAL, MUMBAI AND
IT'S BENCHES

No.	Designation	P.B.	PAY BAND	G.P. attached to P.B.
1	Registrar	PB-4	37400-67000	8700
2	Deputy Registrar	PB-3	15600-39100	6900
3	Assistant Registrar	PB-3	15600-39100	6600
4	Research Officer	PB-3	15600-39100	6600
5	Research Officer	PB-3	15600-39100	6600
6	P.A.	PB-2	9300-34800	4600
7	SUPERINTENDENT	PB-2	9300-34800	4300
8	SHERISTEDAR	PB-2	9300-34800	4300
9	STENO-GRAPHER (H.G.)	PB-2	9300-34800	4400
10	ASSISTANT	PB-1	5200-20200	2800
11	ACCOUNTANT	PB-1	5200-20200	2800
12	STENO-TYPIST	PB-1	5200-20200	2400
13	CLERK	PB-1	5200-20200	1900
14	DRIVER	PB-1	5200-20200	1900
15	CHOPDAR	PB-1	5200-20200	1900
16	NAIK	-1 S	4440-7440	1600
17	PEON	-1 S	4440-7440	1300
18	SWEEPER	-1 S	4440-7440	1300

महाराष्ट्र प्रशासकीय न्यायाधिकरण
मुंबईसह नागपूर व औरंगाबाद खंडपीठावरील १२४ पदांचा तपशिल

अनु. क्र.	पदनाम	मुंबई	नागपूर	औरंगाबाद	एकूण
१	अध्यक्ष	१	--	--	१
२	उपाध्यक्ष	१	१	१	३
३	सदस्य (न्यायिक)	१	१	१	३
४	सदस्य (प्रशासकीय)	१	१	१	३
५	प्रबंधक	१	१	१	३
६	उप प्रबंधक	१	१	१	३
७	संशोधन अधिकारी	२	--	१	३
८	सहाय्यक प्रबंधक	१	१	१	३
९	स्वीय सहाय्यक	२	१	१	४
१०	लघुलेखक (उ.श्रे.)	५	३	४	१२
११	अधीक्षक	२	२	२	६
१२	शिरस्तेदार	२	३	३	८
१३	सहाय्यक	३	२	२	७
१४	लेखापाल	१	१	--	२
१५	लघु टंकलेखक	२	१	१	४
१६	लिपिक	६	४	४	१४
१७	वाहनचालक	४	३	३	१०
१८	चोपदार	४	३	३	१०
१९	नाईक	१	१	१	३
२०	शिपाई	९	६	६	२१
२१	सफाईकामगार	१	--	--	१
	एकूण	५१	३६	३७	१२४

कलम ४ (१) (ख) (अकरा)

महाराष्ट्र प्रशासकीय न्यायाधिकरण या कार्यालयाचे मंजूर अंदाजपत्रक व खर्चाचा तपशील यांची माहिती प्रकाशित करणे :-

Sr. No.	Year	Head	Total allocated fund	Expenditure Mumbai	Expenditure Nagpur	Expenditure Aurangabad
Major Head 2070, Sub Head 0693, Other Administrative Services 104, Vigilence (00) (02)						
	<u>2001-2002</u>					
1		Salary	13808000.00	5630468.00	2934129.00	3107128.00
2		Travelling Allowances	250000.00	90880.00	21755.00	56178.00
3		Office Expenses	1076000.00	688920.00	345125.00	394969.00
4		Oil & Petrol	250000.00	174939.00	42770.00	71411.00
	<u>2002-2003</u>					
1		Salary	15000000	5980100.00	3699540.00	3249634.00
2		Travelling Allowances	150000	133634.00	21872.00	17885.00
3		Office Expenses	1230000	693733.00	302355.00	236704.00
4		Oil & Petrol	275000	151014.00	70000.00	53789.00
	<u>2003-2004</u>					
1		Salary	17204000	7371887.00	4393010.00	4902728.00
2		Travelling Allowances	200000	161695.00	34828.00	6362.00
3		Office Expenses	1825000	1038549.00	378691.00	408963.00
4		Oil & Petrol	41500	144118.00	73000.00	91384.00
	<u>2004-2005</u>					
1		Salary	18491000	7982744.00	4295608.00	4644185.00
2		Travelling Allowances	180000	117396.00	37572.00	14832.00
3		Office Expenses	1888900	3161019.00	491463.00	314290.00
4		Oil & Petrol	560000	173370.00	77706.00	112836.00

	<u>2005-2006</u>					
		Salary	21706000	9200095	5350282	6295094
		Travelling Allowances	300000	141754	120642	66612
		Office Expenses	1503000	707736	498141	315420
		Oil & Petrol	635000	171776	148458	231400
	<u>2006-2007</u>					
		Salary	25071000	10142038	6519919	5670593
		Travelling Allowances	540000	233709	235984	59272
		Office Expenses	3570000	1626404	1058831	812534
		Oil & Petrol	480000	260609	175000	58246
		Com.Exp.	45000	15096	7959	11244
	<u>2007-2008</u>					
		Salary	24746000	9986132	7579971	6358192
		Travelling Allowances	650000	376333	235619	61631
		Office Expenses	5157000	1509500	1547547	1461246
		Oil & Petrol (POL)	380000	171716	158798	43142
		Com.Exp.	470000	357964	62900	19015
	<u>2008-2009</u>					
		Salary	29028000	12192581	8873782	7834518
		Wages	10000	0	6600	
		Overtime	50000	39040	1460	5900
		Telephone & Electricity	1156000	439983	361014	175399
		Travelling Allowance	324000	188190	41445	90879
		Offices Expences	3416382	2094260	903951	495761

		Rent, Rate & Taxes	14000	0	13617	0
		Computer Expences	150000	45574	53112	56820
	<u>2009-2010</u>					
		Salary	46300000	17613721	14797353	10579852
		Wages	11000	0	7561	
		Overtime	155000	76860	26140	27480
		Telephone & Electicity	1360000	606330	495781	256973
		Travelling Allowance	835000	468051	104392	259817
		Offices Expences	7100000	2225298	2666928	2213953
		Rent, Rate & Taxes	25000	0	21266	0
		Computer Expences	150000	152033	15372	20600
	<u>2010-2011</u>					
		Salary	43371000			
		Wages	12000			
		Overtime	150000			
		Telephone & Electicity	1000000			
		Travelling Allowance	308000			
		Offices Expences	3000000			
		Rent, Rate & Taxes	25000			
		Computer Expences	155000			
		Other Admni. Exp.	5000			

कलम ४ (१) (ख) (बारा)

महाराष्ट्र प्रशासकीय न्यायाधिकरण या कार्यालयातील अनुदान वाटपाच्या कार्यक्रमाची कार्यपध्दती :-

महाराष्ट्र प्रशासकीय न्यायाधिकरणास एकत्रित अंदाजपत्रकिय खर्चाच्या रक्कमा प्राप्त झाल्यावर नागपूर व औरंगाबाद खंडपीठास आवश्यकतेनुसार अनुदानाची वाटणी करून देण्यात येते.

कलम ४ (१) (ख) (तेरा)

महाराष्ट्र प्रशासकीय न्यायाधिकरण या कार्यालयातील योजनेच्या सवलती मिळणाऱ्या लाभार्थींचा तपशील व परवाने किंवा प्रदान करण्यात आलेले प्राधिकार :-

Maharashtra Administrative Tribunal, Mumbai
List of Computer Advance taken by employees

Sr. No.	Name of Employee	Designation	Try. Vr. No. Date of Adv.	Amt.
1	Bharmal Ankush Ramchandra	Clerk -typist	191 30/03/2007	20000
2	Gaikar Bharati Rohidas	Sheristedar	21 08/07/2009	20000
3	Gaikwad Rajendra Sadanand	Clerk -typist	191 30/03/2007	20000
4	Hatkar Vaishali Ramchandra	Assistant	3 01/10/2009	20000
5	Jawale Vaishali Ambadas	Steno-typist	20 09/09/2008	20000
6	Juwale Ramesh Pandurang	Sheristedar	39 20/10/2010	20000
7	Kamuni Pushpa Rajendrakumar	Steno-typist	1 02/03/2010	20000
8	Mhatre Subodhini Tushar	Clerk -typist	20 09/09/2008	20000
9	Naik Pooja Yashwant	Clerk -typist	3 01/10/2009	20000
10	Nair Anandkumar Krishnan	Personal Assistant	40 11/12/2009	20000
11	Sawant Santosh Ravji	Clerk -typist	191 30/03/2007	20000
12	Thakur Parasramsinh Bhagwansinh	Clerk -typist	3 01/10/2009	20000
13	Wamanse Sanjay Krishnaji	Stenographer (H.G.)	19 15/02/2010	20000

Maharashtra Administrative Tribunal, Mumbai
List of House Building Advance taken by employees

Sr. No.	Name of Employee	Designation	Try. Vr. No. Date of Adv.	Amount
1	Dhure Vasant Tukaram	Chopdar	15564 19/10/2001	171000
2	Gaikar Bharati Rohidas	Sheristedar	58 29/12/2003	250000
3	Gaikwad Rajendra Sadanand	Clerk-typist	56 05/07/2005	156000
4	Jawalkar Shreedhar Govindrao	Stenographer (H.G.)	26 04/09/2003	500000
5	Joshi Suresh Kalyanrao	Registrar	40 22/03/2004	518340
6	Juwale Ramesh Pandurang	Sheristedar	29 23/10/2004	237500
7	Kadam Shrikant Babaji	Assistant	41 23/03/2004	237500
8	Mayekar Vijay Vasant	Chopdar	77 23/01/2004	158000
9	More Sunil Hanmantrao	Assistant	14596 06/07/2000	268000
10	Nair Anandkumar Krishnan	Personal assistant	107 31/03/2004	235000
11	Rane Dilip Bhaskar	Naik	107 31/03/2004	154000
12	Shilelan Sanojkumar Jayprakash	Peon	53 27/11/2003	151000
13	Sonawane Lata Ramchandra	Peon	12 06/03/2006	151000
14	Tayade Sumitra Ganesh	Peon	28 16/09/2004	240000
15	Thakur Parasramsinh Bhagwansinh	Clerk-typist	28 16/09/2004	150000
16	Tidake Satyawar Ishawar	Chopdar	19192 31/03/2003	178000
17	Parab Shrikrishna Bhau	Driver	12 20/09/2004	47533 (Int. on HBA)

कलम ४ (१) (ख) (चौदा)

महाराष्ट्र प्रशासकीय न्यायाधिकरण या कार्यालयातील माहितीचे इलेक्ट्रॉनिक्स स्वरूपात साठविलेली माहिती प्रकाशित करणे :-

महाराष्ट्र प्रशासकीय न्यायाधिकरण हे न्यायिक स्वरूपाचे कार्यालय असून अद्याप न्यायाधिकरणाची वेबसाईट तयार करण्यात आली नसून इलेक्ट्रॉनिक्स स्वरूपात माहिती साठविण्यात आली नाही. लवकरात लवकर ही बाबी हाती घेण्याचे योजिले आहे.

कलम ४ (१) (ख) (पंधरा)

महाराष्ट्र प्रशासकीय न्यायाधिकरण या कार्यालयात नागरिकांना माहिती उपलब्ध होणेसाठी करून ठेवण्यात आलेल्या सुविधांचा तपशील ग्रंथालय किंवा अभ्यास कक्षांच्या वेळा तशी व्यवस्था केली असल्यास :-

या कार्यालयाची माहिती जन माहिती अधिकारी व सहाय्यक जन माहिती अधिकारी हे सकाळी १०.३० ते सायं. ०५.३० वाजे पर्यंत शासकीय सुट्टीचे दिवस सोडून देऊ शकतील.

कलम ४ (१) (ख) (सोळा)

महाराष्ट्र प्रशासकीय न्यायाधिकरण या कार्यालयातील शासकीय जन माहिती अधिकारी/सहाय्यक जन माहिती अधिकारी/माहिती अधिकारी यांची विस्तृत माहिती प्रकाशित करणे :-

अ) जन माहिती अधिकारी :-

अ. क्र.	पदनिर्देशित पदनाम	कार्यक्षेत्र	पत्ता व दूरध्वनी	ई-मेल
१.	श्रीमती क.चं. जाधव, अधीक्षक, महाराष्ट्र प्रशासकीय न्यायाधिकरण, मुंबई	मुंबई खंडपीठ	महाराष्ट्र प्रशासकीय न्यायाधिकरण, शासकीय कुटीर क्र. ३ व ४, फ्री प्रेस जर्नल मार्ग, मंत्रालयासमोर, नरीमन पॉईंट, मुंबई - ४०० ०२१. (०२२) २२०२३१८५ ९९६७४८१६३३	registrar_mat_mumbai@ yahoo.co.in
२.	श्रीयुत पी.पी. खापर्डे अधीक्षक, महाराष्ट्र प्रशासकीय न्यायाधिकरण, नागपूर	नागपूर खंडपीठ	महाराष्ट्र प्रशासकीय न्यायाधिकरण, पहिला मजला, नविन प्रशासकीय इमारत, सिव्हिल लाईन्स, विक्रीकर कार्यालया जवळ, नागपूर-४४० ००१. (०७१२) २५६५१४८ ९५५२९६३२०५	registrar_mat_ngp@ yahoo.in

३.	श्रीयुत ए.टी. पठाण अधीक्षक, महाराष्ट्र प्रशासकीय न्यायाधिकरण, औरंगाबाद	औरंगाबाद खंडपीठ	महाराष्ट्र प्रशासकीय न्यायाधिकरण, दुसरा मजला, जुने उच्च न्यायालयाची इमारत, अदालत रोड, औरंगाबाद-४३१ ००५. (०२४०) २३३१५४८	mat_abad@ rediffmail.com
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ब) सहाय्यक जन माहिती अधिकारी :-

अ. क्र.	पदनिर्देशित पदनाम	कार्यक्षेत्र	पत्ता व दूरध्वनी	ई-मेल
१.	श्रीयुत पी.बी. ठाकूर, लिपिक, महाराष्ट्र प्रशासकीय न्यायाधिकरण, मुंबई	मुंबई खंडपीठ	महाराष्ट्र प्रशासकीय न्यायाधिकरण, शासकीय कुटीर क्र. ३ व ४, फ्री प्रेस जर्नल मार्ग, मंत्रालयासमोर, नरीमन पॉईंट, मुंबई - ४०० ०२१. (०२२) २२०२३१८५ ९००४१४३३०५	registrar_mat_mumbai@ yahoo.co.in
२.	श्रीयुत एस. आर. गुजर, लिपिक, महाराष्ट्र प्रशासकीय न्यायाधिकरण, नागपूर	नागपूर खंडपीठ	महाराष्ट्र प्रशासकीय न्यायाधिकरण, पहिला मजला, नविन प्रशासकीय इमारत, सिव्हिल लाईन्स, विक्रीकर कार्यालया जवळ, नागपूर-४४० ००१. (०७१२) २५६५१४८	registrar_mat_ngp@ yahoo.in
३.	श्रीयुत पी.के. राठोड, लिपिक, महाराष्ट्र प्रशासकीय न्यायाधिकरण, औरंगाबाद	औरंगाबाद खंडपीठ	महाराष्ट्र प्रशासकीय न्यायाधिकरण, दुसरा मजला, जुने उच्च न्यायालयाची इमारत, अदालत रोड, औरंगाबाद-४३१ ००५. (०२४०) २३३१५४८	mat_abad@ rediffmail.com

क) अपिलिय माहिती अधिकारी :-

अ. क्र.	पदनिर्देशित पदनाम	कार्यक्षेत्र	पत्ता व दूरध्वनी	ई-मेल
१.	श्रीयुत सु.क. जोशी, प्रबंधक, महाराष्ट्र प्रशासकीय न्यायाधिकरण, मुंबई	मुंबई खंडपीठ	महाराष्ट्र प्रशासकीय न्यायाधिकरण, शासकीय कुटीर क्र. ३ व ४, फ्री प्रेस जर्नल मार्ग, मंत्रालयासमोर, नरीमन पॉईंट, मुंबई - ४०० ०२१. (०२२) २२०२९७५२ ९८२०४५८४१८	registrar_mat_mumbai@ yahoo.co.in
२.	श्रीयुत के.जी. मोहम्मद, प्रबंधक, महाराष्ट्र प्रशासकीय न्यायाधिकरण, नागपूर	नागपूर खंडपीठ	महाराष्ट्र प्रशासकीय न्यायाधिकरण, पहिला मजला, नविन प्रशासकीय इमारत, सिव्हिल लाईन्स, विक्रीकर कार्यालया जवळ, नागपूर-४४० ००१. (०७१२) २५६२४०० ९४२३९११३३६	registrar_mat_ngp@ yahoo.in
३.	श्रीमती एस.बी. वर्मा, प्रबंधक, महाराष्ट्र प्रशासकीय न्यायाधिकरण, औरंगाबाद	औरंगाबाद खंडपीठ	महाराष्ट्र प्रशासकीय न्यायाधिकरण, दुसरा मजला, जुने उच्च न्यायालयाची इमारत, अदालत रोड, औरंगाबाद-४३१ ००५. (०२४०) २३५६७८७ ९३२५२०४४८७	mat_abad@ rediffmail.com

कलम ४ (१) (ख) (सतरा)

महाराष्ट्र प्रशासकीय न्यायाधिकरण या कार्यालयातील लागू असलेली अन्य माहिती असल्यास :-

1. In Maharashtra Administrative Tribunal the court proceedings are open to all.
2. The Maharashtra Administrative Tribunal is supplying copies of orders of Bench/Benches in all cases to the parties free of costs.
3. If any party of a case wants the certified copy of any order passed by Tribunal and record of any case, the parties can obtain the same either as urgent or by ordinary way by paying the prescribed fee.
4. The Maharashtra Administrative Tribunal submits the copies of all important administrative decisions to its administrative department i.e. General Administration Department, Mumbai.

- ५) महाराष्ट्र प्रशासकीय न्यायाधिकरण कार्यालयातील पदाधिकाऱ्यांचा कार्यालयीन व निवासी दूरध्वनी याची माहिती :-

**MAHARASHTRA ADMINISTRATIVE TRIBUNAL
MUMBAI BENCH**

Govt. Barracks No. 3 & 4, Free Press Journal Marg, Mumbai - 400 021.

STD - 022, FAX : 222823295 / 22029752

E-mail Address :- registrar_mat_mumbai@yahoo.co.in

SR. NO.	NAME	DESIGNATION	TELEPHONE NO.		
			OFFICE		RESIDENCE
1	Dr. Justice S. Radhakrishnan	Chairman	22854902	(R) (M)	22846884 9920030650
2	Shri R.B. Budhiraja	Vice-Chairman	22854903	(R) (M)	22047271 22047271 9819069988
3	Shri S.R. Sathe	Member(J)	22856909	(R) (M)	22843203 22843203 9702502181
4	Shri A.P. Sinha	Member(A)	22822668	(R) (M)	24939493 9821042871

NAGPUR BENCH

1st floor, New Administrative Bldg., Civil Lines, Near Sales Tax Office,
Nagpur - 440 001.

(STD - 0712), FAX : 2565148

E-mail Address :- registrar_mat@dataone.in

1	Justice Shri K.J. Rohee	Vice-Chairman	2565190	(R) (M)	2227171 9422803445
2	Justice Shri A.P.Deshpande	Member(J)	2562213	(R) (P) (M)	2420028 2426806 9833931534
3	Shri B. Majumdar	Member(A)	2565110	(R) (M)	2560018 9890612221

AURANGABAD BENCH

2nd floor, Old High Court Bldg., Adalat Road, Aurangabad - 431 005.

(STD - 0240), FAX : 2331548

E-mail Address :- mahadmntribunal@dataone.in

1	Shri R. Gopal	Vice-Chairman	2322285	(R) (M)	2472572 9987332513
2	Justice Shri N.V.Dabholkar	Member (J)	2333730	(R) (M)	2376370 9921520222
3	Shri S.B. Dhattrak	Member(J)	2331545	(R) (M)	6451640 9867949340

६) महाराष्ट्र प्रशासकीय न्यायाधिकरणात प्रकरण दाखल करण्यासाठी विहित केलेला नमुना
(Format of Original Application) :-

APPENDIX A

FORM I

[RULE 4]

APPLICATION UNDER SECTION 19 OF THE ADMINISTRATIVE TRIBUNAL
ACT, 1985

Title of the Case :

INDEX

S. Nos.	Description of documents relied upon	Page No.
1.	Synopsis	
2.	Application	
3.		
4.		
5.		
6.		

For use in Tribunal's Office

Signature of the applicant

For use in Tribunal's Office

Date of filing

or

Date of Receipt by Post

Registration No.

Signature
For Registrar

**IN THE MAHARASHTRA ADMINISTRATIVE TRIBUNAL
.....BENCH**

DISTRICT :

A.		B.	APPLICANT
	AND		
C.		D.	RESPONDENT

DETAILS OF APPLICATION:

1. Particulars of the applicant:

- (i) Name of the applicant
- (ii) Name of Father/Husband
- (iii) Age of the applicant
- (iv) Designation and particulars of office (name and station) in which employed/or was last employed before ceasing to be in service
- (v) Office address.
- (vi) Address for service of notices.

2. Particulars of the respondent :

- (i) Name of the respondent
- (ii) Name of Father/Husband
- (iii) Age of the respondent
- (iv) Designation and particulars of office (name and station) in which employed.
- (v) Office address.
- (vi) Address for service of notices.

3. Particulars of the order against which application is made:

- (i) Order No. With reference to Annexure
- (ii) Date
- (iii) Passed by
- (iv) Subject, in brief.

4. Jurisdiction of the Tribunal

The applicant declares that the subject matter of the order against which he wants redressal is within the jurisdiction of the Tribunal.

5. Limitation :

The applicant further declares that the application is within the limitation prescribed in section 21 of the Administrative Tribunals Act, 1985.

6. Facts of the case :

The facts of the case are given below :-

(Give here a concise statement of facts in a chronological order each paragraph containing as nearly as possible a separate issue, fact or otherwise).

7. Details of the remedies exhausted :

The applicant declares that he has availed of all the remedies available to him under the relevant service rules etc.

(Give here chronologically the details of representations made and the outcome to such representations with reference to the Annexure numbers).

8. Matters not previously filed or pending with any other court :

The applicant further declares that he had not previously filed any application, writ petition or suit regarding the matter in respect of which this application has been made, before any court or any other authority or any other Bench of the Tribunal nor any such application, writ petition or suit is pending before any of them.

In case the applicants had previously filed any such application, writ petition or suit, the stage at which it is pending, and if decided, the list of the decisions should be given with reference to the Annexure.

9. Relief(s) sought :

In view of the facts mentioned in para 6 above, the applicant prays for the following relief(s) :-

[Specify below the relief(s) sought explaining the grounds for relief(s) and the legal provisions, (if any) relied upon].

10. Interim order, if any prayed for :

Pending final decision on the application, the applicant seeks the following interim order :

(Give here the nature of the interim relief prayed for with reasons).

11. In the event of application being sent by Registered post, it may be stated whether the applicant desires to have oral hearing at the admission stage and if

so, he shall attach a self addressed post card / Inland Letter, at which intimation regarding the date of hearing could be sent to him.

12. Particulars of Banks Draft/Postal Order in respect of the application fee.

1. Name of the bank on which drawn
2. Demand Draft No.

Or

1. Number of Indian Postal Order(s)
2. Name of the issuing Post Office
3. Date of issue of Postal Order(s)
4. Post Office at which payable

13. List of enclosures:

- 1.
- 2.
- 3.
- 4.

VERIFICATION

I(name of the applicant) S/o, D/o, W/o,
age working asin the office of,
resident of, hereby verify that the contents of paras
..... toare true to my personal knowledge and paras.....to
..... believed to be true on legal advice and that I have not suppressed any
material fact.

Signature of the applicant

Date :

Place :

To,
The Registrar,

७. महाराष्ट्र प्रशासकीय न्यायाधिकरणात मुळ अर्जावर पुनःविचार करणेबाबत दाखल करण्यासाठी केलेला विहित नमुना (Format of Review Application) :-

BEFORE THE MAHARASHTRA ADMINISTRATIVE TRIBUNAL AT MUMBAI

REVIEW APPLICATION NO. OF
IN
ORIGINAL APPLICATION NO. OF

DISTRICT :

(Name & Address of Applicant with E-mail I.D.)

... Applicant/s

V/s.

(Contemnors by Name with E-mail I.D.)

... Respondents.

TO :

THE HON'BLE THE CHAIRMAN AND THE MEMBERS OF THE HON'BLE MAHARASHTRA STATE ADMINISTRATIVE TRIBUNAL AT MUMBAI.

THE HUMBLE REVIEW APPLICATION OF
THE APPLICANTS ABOVE NAMED :

MOST RESPECTFULLY SHEWETH :

I. Facts of the case :

II. The Applicant, therefore, prays that :

VERIFICATION

I(name of the applicant) S/o, D/o, W/o,
age working asin the office of,
resident of, hereby verify that the contents of the above
Review Application are true to the best of my personal knowledge and that I believe
the same to be true.

Signature of the applicant

Place :

Date :

८. महाराष्ट्र प्रशासकीय न्यायाधिकरणात किरकोळ अर्ज करणेबाबत दाखल करण्यासाठी केलेला
विहित नमुना (Format of Miscellenious Application) :-

BEFORE THE MAHARASHTRA ADMINISTRATIVE TRIBUNAL AT MUMBAI

MISCELLENIOUS APPLICATION NO. OF
IN
ORIGINAL APPLICATION NO. OF

DISTRICT :

(Name & Address of Applicant with E-mail I.D.)

... Applicant/s

V/s.

(Contemnors by Name with E-mail I.D.)

... Respondents.

TO :

THE HON'BLE THE CHAIRMAN AND THE MEMBERS OF THE HON'BLE
MAHARASHTRA STATE ADMINISTRATIVE TRIBUNAL AT MUMBAI.

THE HUMBLE REVIEW APPLICATION OF
THE APPLICANTS ABOVE NAMED :

MOST RESPECTFULLY SHEWETH :

I. Facts of the case :

II. The Applicant, therefore, prays that :

VERIFICATION

I(name of the applicant) S/o, D/o, W/o,
age working asin the office of,
resident of, hereby verify that the contents of the above
Review Application are true to the best of my personal knowledge and that I believe
the same to be true.

Signature of the applicant

Place :

Date :

९. महाराष्ट्र प्रशासकीय न्यायाधिकरणात अवमान याचिका दाखल करण्यासाठी केलेला विहित नमुना
(Format of Contempt Application):-

BEFORE THE MAHARASHTRA ADMINISTRATIVE TRIBUNAL AT MUMBAI

CONTEMPT APPLICATION NO. OF
IN
ORIGINAL APPLICATION NO. OF

DISTRICT :

(Name & Address of Applicant with E-mail I.D.) ... Applicant/s

V/s.

(Contemnors by Name with E-mail I.D.) ... Respondents.

I. Facts of the case :

Place :

Date :

Sd/-
(APPLICANT)

VERIFICATION

I(name of the applicant) S/o, D/o, W/o,
age working asin the office of,
resident of, hereby verify that the contents of the above
Contempt Application are true to the best of my personal knowledge and that I believe
the same to be true.

Signature of the applicant

Place :

Date :

90. महाराष्ट्र प्रशासकीय न्यायाधिकरणात कॅवेट दाखल करण्यासाठी केलेला विहित नमुना
(FORMAT OF CAVEAT) :-

**IN THE MAHARASHTRA ADMINISTRATIVE TRIBUNAL
AT MUMBAI**

CAVEAT APPLICATION NO. OF

IN

PROPOSED ORIGINAL APPLICATION NO. OF

... CAVEATOR

(Proposed Respondent)

V/s.

... CAVEATEE

(Proposed Applicant)

Court Fee
Stamp of
Rs. 25/-

**CAVEAT APPLICATION UNDER SECTION 148-A OF
THE CIVIL PROCEDURE CODE.**

THE HUMBLE APPLICATION OF
THE CAVEATOR ABOVE NAMED

MOST RESPECTFULLY SHEWETH :

1. Let no interim or ad-interim order against the Caveator (Proposed Respondent) be passed in the Original Application likely to be filed by the Proposed Applicant hereinabove in this Hon'ble Tribunal, challenging the order of repatriation of the Proposed Applicant, vide Order No. dated _____, passed by _____ (Department Name _____). Annexed hereto and marked as Exhibit- ____ is the copy of the said Order dated _____ .

2. The Caveator (Proposed Respondent) undertake to serve the copy of the Caveat Application on the Proposed Applicant by Registered Post A.D./Hand Delivery and produce acknowledgement in this Hon'ble Tribunal in the due course.

3. The address for service of Proposed Application on behalf of the Caveator (Proposed Respondent) is as under :

Place :

Dated :

Sd/-
(Name of Caveator)

११. महाराष्ट्र प्रशासकीय न्यायाधिकरणात अर्जदार किंवा वकीलांना न्यायनिर्णयाची किंवा आदेशाची प्रत मिळणेसाठी करावयाचा विहित नमुना (Form of Certified Copy for Advocate/Applicant)

Name of Advocate/Applicant :

Address :

Mobile No. :

E-mail ID :

Date :

To,
The Registrar,
Maharashtra Administrative Tribunal,
Mumbai.

Ref.: Issuance of C.C. of Order/Judgment in
Original Application No. Number of Year
M.A./C.A./R.A./T.A. No.

Filed by _____ Applicant

Versus

The State of Maharashtra

Respondents.

Sir,

Be pleased to direct the office to furnish me urgently the certified copy of the order/Judgment/decision/interim order dated passed in the aforesaid matter, and oblige. I undertake to pay the copying charges, if any.

Thanking you,

Yours faithfully,

Signature of
Advocate/Applicant

१२. महाराष्ट्र प्रशासकीय न्यायाधिकरणात शासकीय कार्यालयांना न्यायनिर्णयाची प्रत मिळणेसाठी
करावयाचा विहित नमुना
(Form of Certified Copy for State of Maharashtra Offices) :-

Office of

Mobile No. :

E-mail ID :

Date :

To,
Registrar,
Maharashtra Admn. Tribunal,
Mumbai.

Sub. : Issuance of Certified copy of order/judgment in O.A. No. _____

Filed by _____

Versus

The State of Maharashtra

(Application form Respondent No. _____)

Sir,

Be pleased to direct the office to issue the certified copy of the Judgment/order dated passed by this Hon'ble Tribunal in the aforesaid application. I will pay the necessary charges by way of enclosing Postal Order No. _____ dt. _____ for Rs. 5/- (Rupees five only)

Thanking you,

Yours faithfully,

(_____)

नमुना पत्र - 'अ'

येथे रू. १०/- चा कोर्ट फी
स्टॅप चिकटवा.

[पहा ANNEXURE – A नियम (३)]

१३. भारत सरकार माहितीचा अधिकार अधिनियम २००९ अन्वये माहिती मिळविण्याकरीता करावयाच्या अर्जाचा नमुना.

प्रति,

जनमाहिती अधिकारी,

- १) अर्जदाराचे संपूर्ण नांव :-
- २) निवासस्थानचा पत्ता :-
पत्रव्यवहाराचा पत्ता :-
- ३) आवश्यक असलेल्या माहितीचा तपशिल :-
एक) माहितीचे विवेचन :-
दोन) माहिती संबंधीत कालावधी :-
तीन) आवश्यक असलेल्या माहितीचे वर्णन :-
(चार) माहिती टपालाद्वारे किंवा व्यक्तीशः आवश्यक किंवा कसे :-
(प्रत्यक्ष टपाल खर्च अतिरिक्त शुल्कामध्ये समाविष्ट केला जाईल)
(पाच) माहिती टपालाद्वारे असले त्या बाबतीत :-
(सहा) आवश्यक माहितीचा तपशील :-
- ४) अर्जदार दारिद्र्य रेषेखालील आहे काय ? :-
(त्याबाबत पुरवा झेरॉक्स प्रत जोडावी)

ठिकाण -

()

दिनांक -

[नियम ५(१) पहा]

१४. माहितीचा अधिकार अधिनियम, २००५ कलम १९(१) खालील अपील

अपीलकाराचे नांव व पत्ता :-

अपीलीय अधिकाऱ्याचे नांव/हुद्दा/पत्ता :-

- १) अपीलकाराचे संपूर्ण नांव :-
- २) पत्ता :-
- ३) राज्य जन माहितीच्या अधिकाऱ्याचा तपशील :-
- ४) ज्या आदेशाविरुद्ध अपील केले तो मिळाल्याचा दिनांक :-
- ५) अपील दाखल करण्याची शेवटची तारीख :-
- ६) अपीलाची कारणे :-
- ७) माहितीचा तपशील :-

ठिकाणी -

दिनांक -

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अपीलकाराची सही

[जोडपत्र - क]

१५. माहितीचा अधिकार अधिनियम, २००५ कलम १९(३) खालील अपील

अपिलकाराचे नांव व पत्ता :-

प्रति,

मुख्य माहिती आयुक्त, राज्य माहिती आयोग,
महाराष्ट्र राज्य, १३ वा मजला, नवीन प्रशासकीय भवन,
मंत्रालयासमोर, मुंबई - ४०० ०३२.

- १) अपीलकाराचे संपूर्ण नांव :-
- २) पत्ता :-
- ३) राज्य जन माहितीच्या अधिकाऱ्याचा तपशील :-
- ४) पहिल्या अपील प्राधिकाऱ्याचा तपशील :-
- ५) ज्या आदेशाविरुद्ध अपील केले तो मिळाल्याचा दिनांक :-
(आदेश काढला असल्यास)
- ६) अपील दाखल करण्याची शेवटची तारीख :-
- ७) अपीलाची कारणे :-
- ८) माहितीचा तपशील :-

ठिकाणी -

दिनांक -

()
अपीलकाराची सही

१६ महाराष्ट्र प्रशासकीय न्यायाधिकरण, मुंबई कार्यालयात दाखल करण्यात आलेल्या याचिकांचे जानेवारी, २०१० ते नोव्हेंबर, २०१० पर्यंतचे विवरणपत्र :-

**MAHARASHTRA ADMINISTRATIVE TRIBUNAL, MUMBAI
JANUARY TO DECEMBER 2010**

Statement showing pendency as on 1st of each month and Institution of case up to last day of the proceedings Month in M.A.T. Mumbai.

DIVISION BENCH

O.A./etc.	Opening Balance	Institution	Disposal	Balance
O.A.	522	550	627	445
T.A.	0	0	0	0
M.A.	167	346	277	236
C.A.	51	133	92	92
R.A.	5	18	13	10
Total	745	1047	1009	783

SINGLE BENCH

O.A./etc.	Opening Balance	Institution	Disposal	Balance
O.A.	205	765	789	181
T.A.	0	0	0	0
M.A.	158	200	154	204
C.A.	0	0	0	0
R.A.	27	50	11	66
Total	390	1015	954	451

TOTAL OF DIVISION & SINGLE BENCH

O.A./etc.	Opening Balance	Institution	Disposal	Balance
O.A.	727	1315	1416	626
T.A.	0	0	0	0
M.A.	325	546	431	440
C.A.	51	133	92	92
R.A.	32	68	24	76
Total	1135	2062	1963	1234

१७ महाराष्ट्र प्रशासकीय न्यायाधिकरण, नागपूर कार्यालयात दाखल करण्यात आलेल्या याचिकांचे जानेवारी, २०१० ते नोव्हेंबर, २०१० पर्यंतचे विवरणपत्र :-

MAHARASHTRA ADMINISTRATIVE TRIBUNAL, BENCH AT NAGPUR

JANUARY TO DECEMBER 2010

Statement showing pendency as on 1st of each month and Institution of case up to last day of the proceedings Month in M.A.T. Mumbai.

DIVISION BENCH

O.A./etc.	Opening Balance	Institution	Disposal	Balance
O.A.	1034	479	302	1211
T.A. (W.P.)	2	2	4	0
C.A.	219	368	436	151
M.A.	48	85	109	24
Cont. Pet.	7	15	14	8
R.A.	27	6	24	9
Total	1337	955	889	1403

SINGLE BENCH

O.A./etc.	Opening Balance	Institution	Disposal	Balance
O.A.	467	535	492	510
T.A. (W.P.)	0	0	0	0
C.A.	105	145	220	30
M.A.	18	59	57	20
Cont. Pet.	0	0	0	0
R.A.	7	11	17	1
Total	597	750	786	561

TOTAL OF DIVISION & SINGLE BENCH

O.A./etc.	Opening Balance	Institution	Disposal	Balance
O.A.	1501	1014	794	1721
T.A. (W.P.)	2	2	4	0
C.A.	324	513	656	181
M.A.	66	144	166	44
Cont. Pet.	7	15	14	8
R.A.	34	17	41	10
Total	1934	1705	1675	1964

१८ महाराष्ट्र प्रशासकीय न्यायाधिकरण, औरंगाबाद कार्यालयात दाखल करण्यात आलेल्या याचिकांचे जानेवारी, २०१० ते नोव्हेंबर, २०१० पर्यंतचे विवरणपत्र :-

MAHARASHTRA ADMINISTRATIVE TRIBUNAL, BENCH AT AURANGABAD

JANUARY TO DECEMBER 2010

Statement showing pendency as on 1st of each month and Institution of case up to last day of the proceedings Month in M.A.T. Bench Aurangabad

DIVISION BENCH

O.A./etc.	Opening Balance	Institution	Disposal	Balance
O.A.	1956	615	1343	1228
T.A.	55	2	15	42
M.A.	413	370	412	371
C.P.	27	9	24	12
R.A.	14	13	15	12
Total	2465	1009	1809	1665

SINGLE BENCH

O.A./etc.	Opening Balance	Institution	Disposal	Balance
O.A.	229	494	528	195
T.A.	0	2	0	2
M.A.	53	77	99	31
C.P.	0	0	0	0
R.A.	6	4	6	4
Total	288	577	633	232

TOTAL OF DIVISION & SINGLE BENCH

O.A./etc.	Opening Balance	Institution	Disposal	Balance
O.A.	2185	1109	1871	1423
T.A.	55	4	15	44
M.A.	466	447	511	402
C.P.	27	9	24	12
R.A.	20	17	21	16
Total	2753	1586	2442	1897



ADMINISTRATIVE TRIBUNALS, ACT, 1985

(Incorporating the provisions contained in the Administrative
Tribunals Amendment Act, 1986 and Administrative Tribunals
Amendment Act, 1987)

GOVERNMENT OF INDIA
MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES AND PENSION
(DEPARTMENT OF PERSONNEL & TRAINING)
NEW DELHI



ADMINISTRATIVE TRIBUNALS ACT, 1985

(As amended upto 28-12-1987)

GOVT. OF INDIA
Ministry of Personnel, Public Grievances & Pensions
(Deptt. of Personnel & Training)
NEW DELHI
1994

The Act has been amended by the Administrative Tribunals (Amendment) Act, 1986 (19 of 1986), and Administrative Tribunals (Amendment) Act, 1987 (51 of 1987).

LIST OF ABBREVIATIONS USED

Ins.	.. for Inserted.
S.	.." Section.
Subs.	.." Substituted.
w.e.f.	.." with effect from.

THE ADMINISTRATIVE TRIBUNALS ACT, 1985

ARRANGEMENT OF SECTIONS

CHAPTER I

PRELIMINARY

Sections

1. Short title, extent and commencement.
2. Act not to apply to certain persons.
3. Definitions.

CHAPTER II

ESTABLISHMENT OF TRIBUNALS AND BENCHES THEREOF

4. Establishment of Administrative Tribunals.
5. Composition of Tribunals and Benches thereof.
6. Qualifications for appointment as Chairman, Vice-Chairman or other Member.
7. Vice-Chairman to act as Chairman or to discharge his functions in certain circumstances.
8. Term of office.
9. Resignation and removal.
10. Salaries and allowances and other terms and conditions of service of Chairman, Vice-Chairman and other Members.
11. Provision as to the holding of offices by Chairman, etc. on ceasing to be such Chairman, etc.
12. Financial and administrative powers of the Chairman.
13. Staff of the Tribunal.

CHAPTER III

JURISDICTION, POWERS AND AUTHORITY OF TRIBUNALS

14. Jurisdiction, powers and authority of the Central Administrative Tribunals.
15. Jurisdiction, powers and authority of State Administrative Tribunals.
16. Jurisdiction, powers and authority of a Joint Administrative Tribunal.
17. Power to punish for contempt.
18. Distribution of business amongst the Tribunals and its Benches.

THE ADMINISTRATIVE TRIBUNALS ACT, 1985

ARRANGEMENT OF SECTIONS

CHAPTER I

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8. Term of office.
9. Resignation and removal.
10. Salaries and allowances and other terms and conditions of service of Chairman, Vice-Chairman and other Members.
11. Provision as to the holding of offices by Chairman, etc. on ceasing to be such Chairman, etc.
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17. Power to punish for contempt.
18. Distribution of business amongst the Tribunals and its Benches.

CHAPTER IV

PROCEDURE

19. Applications to Tribunals.
20. Applications not to be admitted unless other remedies exhausted.
21. Limitation.
22. Procedure and powers of Tribunals.
23. Right of applicant to take assistance of legal practitioner and of Government, etc. to appoint presenting officers.
24. Conditions as to making of interim orders.
25. Power of Chairman to transfer cases from one Bench to another.
26. Decision to be by majority.
27. Execution of orders of a Tribunal.

CHAPTER V

MISCELLANEOUS

28. Exclusion of jurisdiction of courts except the Supreme Court.
29. Transfer of pending cases.
30. Provision for filing of certain appeals.
31. Proceedings before a Tribunal to be judicial proceedings.
32. Members and staff of Tribunal to be public servants.
33. Protection of action taken in good faith.
34. Act to have overriding effect.
35. Power to remove difficulties.
36. Power to the Central Government to make rules.
37. Power of the appropriate Government to make rules.
38. Laying of rules.

THE ADMINISTRATIVE TRIBUNALS ACT, 1985

No. 13 OF 1985

(27th February, 1985)

AN ACT to provide for the adjudication or trial by Administrative Tribunals of disputes and complaints with respect to recruitment and conditions of service of persons appointed to public services and posts in connection with the affairs of the Union or of any State or of any local or other authority within the territory of India or under the control of the Government of India or of *[any corporation or society owned or controlled by the Government in pursuance of article 323A of the Constitutional] and for matters connected therewith or incidental thereto.

BE it enacted by Parliament in the Thirty-fifth Year of the Republic of India as follows:—

CHAPTER I

PRELIMINARY

1. (1) This Act may be called the Administrative Tribunals Act, 1985
(2) It extends,—

(a) insofar as it relates to the Central Administrative Tribunal, to the whole of India;

(b) insofar as it relates to Administrative Tribunals for States, to the whole of India, except the State of Jammu and Kashmir.

(3) The provisions of this Act, insofar as they relate to the Central Administrative Tribunal, shall come into force on such date as the Central Government may, by notification, appoint.

(4) The provisions of this Act, insofar as they relate to an Administrative Tribunal for a State, shall come into force in a State on such date as the Central Government may, by notification, appoint.

2. The provisions of this Act shall not apply to—

(a) any member of the naval, military or air forces or of any other armed forces of the Union;

(b) £ *** *** ***

(c) any officer or servant of the Supreme Court or of any High Court** [or courts subordinate thereto];

Short
title,
extent
and com-
mence-
ment.

Act not
to apply
to certain
persons.

*Subs. by Act 19 of 1986, s. 2 for "any corporation owned or controlled by the Government. (w.e.f 22-1-1986),

†1-7-1985, Vide Notification No G. S. R. 527 (E) dt. 1-7-1985.

@The provisions of this Act insofar as they relate to the State Administrative Tribunal, for Gujarat, Himachal Pradesh, Karnataka, Kerala, Madhya Pradesh, Maharashtra and Orissa have come into force on the 1st day of January, 1986, vide Notification No. G. S. R. 956 (E), dt. 31-12-1985.

£Clause (b) omitted by Act 19 of 1986, s. 3 (w.e.f. 1-11-85).

** Ins. by Act 51 of 1987, s. 2 (w.e.f. 22-12-87).

- (d) any person appointed to the secretarial staff of either House of Parliament or to the secretarial staff of any State Legislature or a House thereof or, in the case of a Union territory having a Legislature, of that Legislature.

Defini-
tions.

3. In this Act, unless the context otherwise requires,—

- *[(a) "Administrative Member" means a Member of Tribunal who is not a Judicial Member within the meaning of clause (i);]
- †[(a) (a)] "Administrative Tribunal" in relation to a State, means the Administrative Tribunal for the State or, as the case may be, the Joint Administrative Tribunal for that State and any other State or States.
- (b) "application" means an application made under section 19;
- (c) "appointed day", in relation to a Tribunal, means the date with effect from which it is established by notification, under section 4;
- (d) "appropriate government" means
- (i) in relation to the Central Administrative Tribunal or a Joint Administrative Tribunal, the Central Government.
- (ii) in relation to State Administrative Tribunal, the State Government;
- (e) "Bench" means a Bench of a Tribunal;
- (f) "Central Administrative Tribunal" means the Administrative Tribunal established under sub-section (1) of section 4;
- (g) "Chairman" means the Chairman of a Tribunal;
- (h) "Joint Administrative Tribunal" means an Administrative Tribunal for two or more States established under sub-section (3) of section 4;
- ††[(i) "Judicial Member" means a Member of a Tribunal appointed as such under this Act, and includes the Chairman or a Vice-Chairman who possesses any of the qualifications specified in sub-section (3) of section 6;
- (ia) "Member" means a Member (whether Judicial or Administrative) of a Tribunal, and includes the Chairman and a Vice-Chairman;]
- (j) "notification" means a notification published in the Official Gazette;
- (k) "post" means a post within or outside India;
- (l) "prescribed" means prescribed by rules made under the Act;
- (m) "President" means the President of India;

*Ins. by Act 19 of 1986 s. 4 (w.e.f. 22-1-1986)

†Clause (a) relettered by s. 4 *ibid* (w.e.f. 22-1-1986)

††Subs. by Act 19 of 1986. s. 4 for clause (i), (w.e.f. 22-1-1986)

* (n) * * * * *

- (o) "rules" means rules made under this Act;
- (p) "service" means service within or outside India;
- (q) "service matters", in relation to a person, means all matters relating to the conditions of his service in connection with the affairs of the Union or of any State or of any local or other authority within the territory of India or under the control of the Government of India, or, as the case may be, of any corporation @[or society] owned or controlled by the Government, as respects—
- (i) remuneration (including allowances), pension and other retirement benefits;
- (ii) tenure including confirmation, seniority, promotion, reversion, premature retirement and superannuation;
- (iii) leave of any kind;
- (iv) disciplinary matters; or
- (v) any other matter whatsoever;
- (r) "service rules as to redressal of grievances", in relation to any matter, means the rules, regulations, orders or other instruments or arrangements as in force for the time being with respect to redressal, otherwise than under this Act, of any grievances in relation to such matters;
- †[(rr) "society" means a society registered under the Societies Registration Act, 1860, or under any corresponding law for the time being in force in a State;]
- (s) "Supreme Court" means the Supreme Court of India;
- (t) "Tribunal" means the Central Administrative Tribunal or a State Administrative Tribunal or a Joint Administrative Tribunal;
- (u) "Vice-Chairman" means the Vice-Chairman of a Tribunal.

Explanation.—In the case of a Tribunal having two or more Vice-Chairman, references to the Vice-Chairman in this Act shall be construed as a reference to each of those Vice-Chairman.

CHAPTER II

ESTABLISHMENT OF TRIBUNALS AND BENCHES THEREOF

4. (1) The Central Government shall, by notification†† establish an Administrative Tribunal, to be known as the Central Administrative Tribunal, to exercise the jurisdiction, powers and authority conferred on the Central Administrative Tribunal by or under this Act.

Establishment of Administrative Tribunal.

*Clause (n) omitted by Act 19 of 1986 s. 4 (w.e.f. 22-1-1986)

@Ins. by s. 4. *ibid* (w.e.f. 22-1-1986)

†Ins. by Act 19 of 1986, s. 4 (w.e.f. 22-1-1986)

††1-11-1985: vide Notification No. G. S. R. 764 (E) dt. 28-9-1985.

(2) The Central Government may, on receipt of a request in this behalf from any State Government, establish, by notification, an Administrative Tribunal for the State to be known as the . . . (name of the State) Administrative Tribunal to exercise the jurisdiction, powers and authority conferred on the Administrative Tribunal for the State by or under this Act.

(3) Two or more States may, notwithstanding anything contained in sub-section (2) and notwithstanding that any or all of those States has or have Tribunals established under that sub-section, enter into an agreement that the same Administrative Tribunal shall be the Administrative Tribunal for each of the States participating in the agreement, if the agreement is approved by the Central Government and published in the Gazette of India and the Official Gazette of each of those States, the Central Government may, by notification, establish a Joint Administrative Tribunal to exercise the jurisdiction, powers and authority conferred on the Administrative Tribunal for those States by or under this Act.

(4) An agreement under sub-section (3) shall contain provisions as to the name of the Joint Administrative Tribunal, the manner in which the participating States may be associated in the selection of the Chairman, Vice-Chairman and other Members of the Joint Administrative Tribunal, the places at which the Bench or Benches of the Tribunal shall sit, the apportionment among the participating States of the expenditure in connection with the Joint Administrative Tribunal and may also contain such other supplemental, incidental and consequential provisions not inconsistent with this Act as may be deemed necessary or expedient for giving effect to the agreement.

*[(5) Notwithstanding anything contained in the foregoing provisions of this section or sub-section (1) of section 5, the Central Government may,—

- (a) with the concurrence of any State Government, designate, by notification, all or any of the Members of the Bench or Benches of the State Administrative Tribunal established for that State under sub-section (2) as Members of the Bench or Benches of the Central Administrative Tribunal in respect of that State and the same shall exercise the jurisdiction, powers and authority conferred on the Central Administrative Tribunal by or under this Act.
- (b) on receipt of a request in this behalf from any State Government, designate, by notification, all or any of the Members of the Bench or Benches of the Central Administrative Tribunal functioning in that State as the Members of the Bench or Benches of the State Administrative Tribunal for that State and the same shall exercise the jurisdiction, powers and authority conferred on the Administrative Tribunal for that State by or under this Act.

and upon such designation, the Bench or Benches of the State Administrative Tribunal or, as the case may be, the Bench or Benches of the Central Administrative Tribunal, shall be deemed, in all respects, to be the Central Administrative Tribunal, or the State Administrative Tribunal for that State established under the provisions of article 323A of the Constitution and this Act.

(6) Every notification under sub-section (5) shall also provide for the apportionment between the State concerned and the Central Government of the

expenditure in connection with the Members common to the Central Administrative Tribunal and the State Administrative Tribunal and such other incidental and consequential provisions not inconsistent with this Act as may be deemed necessary or expedient.]

5. (1) Each Tribunal shall consist of a Chairman and such number of Vice-Chairmen †[and Judicial and Administrative Members] as the appropriate Government may deem fit and, subject to the other provisions of this Act, the jurisdiction, powers and authority of the Tribunal may be exercised by Benches thereof.

Composi-
tion of
Tribunals
and
Benches
thereof.

@[(2) Subject to the other provisions of this Act a Bench shall consist of one Judicial Member and one Administrative Member].

£(3) xxx xxx xxx xxx

(4) Notwithstanding anything contained in sub-section (1) % x x x, the Chairman—

&[(a) may, in addition to discharging the functions of the Judicial Member or the Administrative Member of the Bench to which he is appointed discharge the functions of the Judicial Member or, as the case may be, the Administrative Member, of any other Benches].

(b) may transfer the Vice-Chairman or other Member from one Bench to another Bench;

††(c) may authorise the Vice-Chairman or the Judicial Member or the Administrative Member appointed to one Bench to discharge also the functions of the Vice-Chairman or, as the case may be, the Judicial Member or the Administrative Member of another Bench; and

(d) may, for the purpose of securing that any case or cases which having regard to the nature of the questions involved, requires or require, in his opinion or under the rules made by the Central Government in this behalf to be decided by a Bench composed of more than @@(two) members, issue such general or special orders, as he may deem fit.

££%(Provided that every Bench constituted in pursuance of this clause include at least one Judicial Member and one Administrative Member).

%%(5) xx xx xx xx xx

(6) Notwithstanding anything contained in the foregoing provisions of this section, it shall be competent for the Chairman or any other Member authorised by the Chairman in this behalf to function as †††[a Bench] consisting of a single Member and exercise the jurisdiction, powers and authority of the Tribunal in

†Subs. by Act 19 of 1986, s. 6, for "and other Members" (w.e.f. 1-11-1985)

@Subs. by s. 6 *ibid*, for sub-section (2) (w.e.f. 1-11-1985)

£Sub-section (3) omitted by s. 6, *ibid* (w.e.f. 1-11-1985)

%The words "or subsection (3)" omitted by s. 6, *ibid* (w.e.f. 1-11-85)

&Subs. by s. 6 *ibid*, for Clause (a) (w.e.f. 1-11-1985)

††Subs. by Act 19 of 1986, s. 6, for clause (c) (w.e.f. 1-11-1985)

@@Subs. by s. 6, *ibid*, for "three Members" (w.e.f. 1-11-1985)

££Ins. by s. 6, *ibid* (w.e.f. 1-11-1985)

%%Sub. section (5) omitted by s. 6, *ibid* (w.e.f. 1-11-1985)

†††Subs. by Act 19 of 1986 s. 6 for "an additional Bench" (w.e.f. 1-11-1985)

(b) has been a member of the Indian Legal Service and has held a post in Grade I of that Service for at least three years.

(3A) A person shall not be qualified for appointment as an Administrative Member unless he—

(a) has, for at least two years, held the post of an Additional Secretary to the Government of India or any other post under the Central or a State Government carrying a scale of pay which is not less than that of an Additional Secretary to the Government of India; or

(b) has, for at least three years, held the post of a Joint Secretary to the Government of India or any other post under the Central or a State Government carrying a scale of pay which is not less than that of a Joint Secretary to the Government of India.

and shall, in either case, have adequate administrative experience].

(4) *[Subject to the provisions of sub-section (7), the Chairman], Vice-Chairman and every other Member of the Central Administrative Tribunal shall be appointed by the President.

(5) *[Subject to the provisions of sub-section (7), the Chairman], Vice-Chairman and every other Member of an Administrative Tribunal for a State shall be appointed by the President after consultation with the Governor of the concerned State.

(6) The Chairman, Vice-Chairman and every other Member of a Joint Administrative Tribunal shall, subject to the terms of the agreement between the participating State Governments published under sub-section (3) of section 4 †[and subject to the provisions of sub-section (7)], be appointed by the President after consultation with the Governors of the concerned States.

Explanation.—In computing for the purpose of this Section, the period during which a person has held any post under the Central or a State Government, there shall be included the period during which he has held any other post under the Central or a State Government (including an office under this Act) carrying the same scale of pay as that of the first mentioned post or a higher scale of pay.

**[(7) No appointment of a person possessing the qualifications specified in this section as the Chairman, Vice-Chairman or a Member shall be made except after consultation with the Chief Justice of India].

7. (1) In the event of the occurrence of any vacancy in the office of the Chairman by reason of his death, resignation or otherwise, the Vice-Chairman or, as the case may be, such one of the Vice-Chairman as the appropriate Government may, by notification, authorise in this behalf, shall act as the Chairman until the date on which a new Chairman, appointed in accordance with the provisions of this Act to fill such vacancy enters upon his office.

(2) When the Chairman is unable to discharge his functions owing to absence, illness or any other cause, the Vice-Chairman or, as the case may be,

Vice-Chairman to act as Chairman or to discharge his functions in certain circumstances.

*Subs. by Act 19 of 1986 s. 7 for "The Chairman" (w.e.f. 22-1-1986)

†Ins. by s. 7, *ibid* (w.e.f. 22-1-1986)

**Ins. by Act 51 of 1987, s. 3, (w.e.f. 22-12-1987)

such one of the Vice-Chairman as the appropriate Government may, by notification, authorise in this behalf, shall discharge the functions of the Chairman until the date on which the Chairman resumes his duties.

Term of office.

***[8. The Chairman, Vice-Chairman or other Member shall hold office as such for a term of five years from the date on which he enters upon his office, but shall be eligible for re-appointment for another term of five years:

Provided that no Chairman, Vice-Chairman or other Member shall hold office as such after he has attained,—

(a) in the case of the Chairman or Vice-Chairman, the age of sixty-five years, and

(b) in the case of any other Member, the age of sixty-two years.]

Resignation and approval.

9. (1) The Chairman, Vice-Chairman or other Member may, by notice in writing under his hand addressed to the President, resign his office:

Provided that the Chairman, Vice-Chairman or other Member shall, unless he is permitted by the President to relinquish his office sooner, continue to hold office until the expiry of three months from date of receipt of such notice or until a person duly appointed as his successor enters upon his office or until the expiry of his terms of office, whichever is the earliest.

(2) The Chairman, Vice-Chairman or any other Member shall not be removed from his office except by an order made by the President on the ground of proved misbehaviour or incapacity after an inquiry made by a Judge of the Supreme Court in which such Chairman, Vice-Chairman or other Member had been informed of the charges against him and given a reasonable opportunity of being heard in respect of those charges.

(3) The Central Government may, by rules, regulate the procedure for the investigation of misbehaviour or incapacity of the Chairman, Vice-Chairman or other Member referred to in sub-section (2).

Salaries and allowances and other terms and conditions of service Chairman, Vice-Chairman and Member.

10. The salaries and allowances payable to and the other terms and conditions of service [including pension, gratuity and other retirement benefits] of the Chairman, Vice-Chairman and other Members shall be such as may be prescribed by the Central Government:

Provided that neither the salary and allowances nor the other terms and conditions of service of the Chairman, Vice-Chairman or other Member shall be varied to his disadvantage after his appointment.

Provision as to the holding of offices by Chairman, on ceasing to be such Chairman, etc.

11. On ceasing to hold office.

(a) The Chairman of the Central Administrative Tribunal shall be ineligible for further employment either under the Government of India or under the Government of a State;

(b) the Chairman of a State Administrative Tribunal or a Joint Administrative Tribunal shall, subject to the other provisions of this Act, be eligible for appointment as the Chairman or Vice-Chairman or any other Member of the Central Administrative Tribunal or as the Chairman of any other State

Administrative Tribunal or Joint Administrative Tribunal, but not for any other employment either under the Government of India or under the Government of a State;

(c) the Vice-Chairman of the Central Administrative Tribunal shall subject to the other provisions of this Act, be eligible for appointment as the Chairman of that Tribunal or as the Chairman or Vice-Chairman of any State Administrative Tribunal or Joint Administrative Tribunal, but not for any other employment either under the Government of India or under the Government of a State;

(d) the Vice-Chairman of a State Administrative Tribunal or Joint Administrative Tribunal shall, subject to the other provisions of this Act, be eligible for appointment as the Chairman of that Tribunal or as the Chairman or Vice-Chairman of the Central Administrative Tribunal or of any other State Administrative Tribunal or Joint Administrative Tribunal, but not for any other employment either under the Government of India or under the Government of a State;

(e) a Member (other than the Chairman or Vice-Chairman) of any Tribunal shall, subject to the other provisions of this Act, be eligible for appointment as the Chairman or Vice-Chairman of such Tribunal or as the Chairman, Vice-Chairman or other Member of any other Tribunal, but not for any other employment either under the Government of India or under the Government of a State;

(f) the Chairman, Vice-Chairman or other Member shall not appear; act or plead before any Tribunal of which he was the Chairman, Vice-Chairman or other Member.

Explanation.—For the purposes of the section, employment under the Government of India or under the Government of a State includes employment under any local or other authority within the territory of India or under the control of the Government of India or under any corporation *[or Society] owned or controlled by the Government.

12. The Chairman shall exercise such financial and administrative Powers over the @* * * * * Benches as may be vested in him under the rules made by the appropriate Government:

Financial administrative powers of the Chairman.

Provided that the Chairman shall have authority to delegate such of his financial and administrative powers as he may think fit to £[the Vice-Chairman or any other officer of the Tribunal, subject to the conditions that the Vice-Chairman or such officer] shall, while exercising such delegated powers continue to act under the direction, control and supervision of the Chairman.

13. (1) The appropriate Government shall determine the nature and categories of the officers and other employees required to assist a Tribunal in the discharge of its functions and provide the Tribunal with such officers and other employees as it may think fit.

Staff of the Tribunal.

*Ins. by Act 19 of 1986, s. 8 (w.e.f. 22-1-1986)

@Certain words omitted by s. 9, *ibid* (w.e.f. 22-1-1986)

£Subs. by s. 9, *ibid* for certain words (w.e.f. 22-1-1986)

†[(1A) The officers and other employees of a Tribunal shall discharge their functions under the general superintendence of the Chairman].

(2) The salaries and allowances and conditions of service of the officers and other employees of a Tribunal shall be such as may be specified by rules made by the appropriate Government.

CHAPTER III

JURISDICTION POWERS AND AUTHORITY OF TRIBUNAL

14. (1) Save as otherwise expressly provided in this Act, the Central Administrative Tribunal shall exercise, on and from the appointed day, all the jurisdiction, powers and authority exercisable immediately before that day by all court * [except the Supreme Court* * * * *] in relation to—

Jurisdiction, powers and Authority of the Central Administrative Tribunal.

- (a) recruitment, and matters concerning, recruitment, to any All India Service or to any civil service of the Union or a civil post under the Union or to a post connected with defence or in the defence services, being in either case, a post filled by a civilian;
- (b) all service matters concerning—
 - (i) a member of any All India Service; or
 - (ii) a person [not being a member of an All-India Service or a person referred to in clause (c)] appointed to any civil service of the Union or any civil post under the Union; or
 - (iii) a civilian [not being a member of an All-India Service or a person referred to in clause (c)] appointed to any defence services or a post connected with defence.

and pertaining to the service of such member, a person or civilian, in connection with the affairs of the Union or of any State or of any local or other authority within the territory of India or under the control of the Government of India or of any corporation ** [or society] owned or controlled by the Government.

- (c) all service matters pertaining to service in connection with the affairs of the Union concerning a person appointed to any service or post referred to in sub-clause (ii) or sub-clause (iii) of clause (b), being a person whose services have been placed by a State Government or any local or other authority or any corporation ¹ [or society] or other body, at the disposal of the Central Government for such appointment.

²[Explanation.—For the removal of doubts, it is hereby declared that references to “Union” in this sub-section shall be constituted as including references also to a Union territory.]

(2) The Central Government may, by notification apply with effect from such date as may be specified in the notification the provisions of

†Ins. by Act. 19 of 1986, s. 10 (w.e.f. 22-1-1986)

*The words “under article 136 of the Constitution” omitted by s. 11 *ibid*, (w.e.f. 22-1-1986).

**Ins. by s. 11 *ibid* (w.e.f. 22-1-1986)

¹Ins. by Act. 19 of 1986, s. 11 (w.e.f. 22-1-1986)

²Ins. by s.11, *ibid* (w.e.f. 1-11-1986)

sub-section (3) to local or other authorities within the territory of India or under the control of Government of India and to corporations ¹[or societies] owned or controlled by Government, not being, a local or other authority or corporation ¹[or society] controlled or owned by a State Government.

Provided that if the Central Government considers it expedient so to do for the purpose of facilitating transition to the scheme as envisaged by this Act, different dates may be so specified under this sub-section in respect of different classes of, or different categories under any class of, local or other authorities or corporations ¹[or societies].

(3) Save as otherwise expressly provided in this Act, the Central Administrative Tribunal shall also exercise on and from the date with effect from which the provisions of this sub-section apply to any local or other authority or corporation ¹[or society] all the jurisdiction, powers and authority exercisable immediately before that date by all courts (except the Supreme Court) ²[* * * * *] in relation to—

- (a) recruitment, and matters concerning recruitment, to any service or post in connection with the affairs of such local or other authority or corporation, ¹[or society] and
- (b) all service matters concerning a person [other than a person referred to in clause (a) or clause (b) of sub-section (1)] appointed to any service or post in connection with the affairs of such local or other authority or corporation ¹[or society] and pertaining to the service of such person in connection with such affairs.

15. (1) Save as otherwise expressly provided in this Act, the Administrative Tribunal for a State shall exercise on and from the appointed day, all the jurisdiction, powers and authority exercisable immediately before that day by all courts (except the Supreme Court ³[* * * * *] in relation to—

Jurisdiction, powers and authority of State.

- (a) recruitment, and matters concerning recruitment to any civil service of the State or to any civil post under the State.
- (b) all service matters concerning recruitment of a person [not being a person referred to in clause (c) of this sub-section or a member, person or civilian referred to in clause (b) of sub-section (1) of section 14] appointed to any civil service of the State or any civil post, under the State and pertaining to the service of such person in connection with the affairs of the State or of any local or other authority under the control of the State Government or of any corporation ⁴[or society] owned or controlled by the State Government.
- (c) all service matters pertaining to service in connection with the affairs of the State concerning a person appointed to any service or post referred to in clause (b), being a person whose services have been placed by any such local or other authority or corporation ⁴[or society] or other body as is controlled or

Administrative Tribunals.

¹Ins. by Act 19 of 1986, s. 11 (w.e.f. 22-1-1987)

²The words "under article 136 of the Constitution" omitted by s. 11 *ibid* (w.e.f. 22-1-1986)

³The words "under article 136 of the Constitution" omitted by Act 19 of 1986, s. 12 (w.e.f. 22-1-1986)

⁴Ins. by s. 12, *ibid* (w.e.f. 22-1-1986)

owned by the State Government, at the disposal of the State Government for such appointment.

(2) The State Government may, by notification apply, with effect from such date as may be specified in the notification the provisions of sub-section (3) to local or other authorities and corporations ¹[or societies] controlled or owned by the State Government.

Provided that if the State Government considers it expedient so to do for the purpose of facilitating transition to the scheme as envisaged by the Act, different dates may be so specified under this sub-section in respect of different classes of, or different categories under any class of, local or other authorities or corporations ¹[or societies].

(3) Save as otherwise expressly provided in this Act, the Administrative Tribunal for a State shall also exercise, on and from the date with effect from which the provisions of this sub-section apply to any local or other authority or corporation, all the jurisdiction, powers and authority exercisable immediately before that date by all courts (except the Supreme Court) ²[* * * * *] in relation to—

- (a) recruitment, and matters concerning recruitment, to any service or post in connection with the affairs of such local or other authority or corporation ¹[or society]; and
- (b) all service matters concerning a person [other than a person referred to in clause (b) of sub-section (1) of this section or a member, person or civilian referred to in clause (b) of sub-section (1) of section 14] appointed to any service or post in connection with the affairs of such local or other authority or corporation ¹[or society] and pertaining to the service of such person in connection with such affairs.

(4) for the removal of doubts, it is hereby declared that the jurisdiction, powers and authority of the Administrative Tribunal for a State shall not extend to or be exercisable in relation to any matter in relation to which the jurisdiction, powers and authority of the Central Administrative Tribunal extends or is exercisable.

16. A Joint Administrative Tribunal for two or more States shall exercise all the jurisdiction, powers and authority exercisable by the Administrative Tribunals for such States.

Juris-
diction,
powers
and
authority
of a joint

17. A Tribunal shall have and exercise, the same jurisdiction, powers and authority in respect of contempt of itself as a High Court has and may exercise and, for this purpose, the provisions of the Contempt of Courts Act, 1971, shall have effect subject to the modifications that—

Power to
punish
for
contempt.

70 of 1971.

- (a) the references therein to a High Court shall be construed as including a reference to such Tribunal.

¹Ins. by s. 12, by Act 19 of 1986 (w.e.f. 22-1-1986).

²The words "under article 136 of the Constitution" omitted by Act 19 of 1986. s. 12 (w.e.f. 22-1-1986)

(b) the references to the Advocate-General in section 15 of the said Act shall be construed,—

- (i) in relation to the Central Administrative Tribunal, as a reference to the Attorney-General or the Solicitor-General or the Additional Solicitor-General; and
- (ii) in relation to an Administrative Tribunal for a State or a Joint Administrative Tribunal for two or more States, as a reference to the Advocate General of the State or any of the States for which such Tribunal, has been established.

18. (1) When ¹[any Benches of Tribunal are constituted] the appropriate Government may, from time to time, by notification, make provisions as to the distribution of the business of the Tribunal amongst the ²[* * * * *] Benches and specify the matters which may be dealt with by each Bench.

Distribution of business amongst the Benches.

(2) if any, question arises as to whether any matter falls within the purview of the business allocated to a Bench of a Tribunal, the decision of the Chairman thereon shall be final.

Explanation.—For the removal of doubts, it is hereby declared that the expression “matters” includes applications under section 19.

CHAPTER IV

Procedure

19. (1) Subject to the other provisions of this Act, a person aggrieved by any order pertaining to any matter within the jurisdiction of a Tribunal may make an application to the Tribunal for the redressal of his grievance.

Applications to Tribunal.

Explanation.—For the purposes of this sub-section, “order” means an order made—

- (a) by the Government or a local or other authority within the territory of India or under the Control of the Government of India or by any corporation ³ [or society] owned or controlled by the Government; or
- (b) by an officer, committee or other body or agency of the Government or a local or other authority or corporation ³ [or society] referred to in clause (a).

(2) Every application under sub-section (1) shall be in such form and be accompanied by such documents or other evidence and by such fee (if any, not exceeding one hundred rupees) ⁴[in respect of filing of such application and by such other fees for the service or execution of processes as may be prescribed by the Central Government].

⁴[(3) On receipt of an application under sub-section (1), the Tribunal shall, if satisfied after such inquiry as it may deem necessary, that the

¹Sub. by Act 19 of 1986 s. 13 for certain words (w.e.f. 22-1-1986).

²certain words omitted by s. 13, *ibid* (w.e.f. 22-1-1986).

³Subs. by Act 19 of 1986, s. 14, (w.e.. 22-1-1986)

⁴Subs. by s. 14 *ibid* for certain words (w.e.f. 22-1-1986)

application is a fit case for adjudication or trial by it admit such application ; but where the Tribunal is not so satisfied, it may summarily reject the application after recording its reasons.]

(4) Where an application has been admitted by a Tribunal under sub-section (3), every proceeding under the relevant service rules as to redressal of grievances in relation to the subject-matter of such application pending immediately before such admission shall abate and save as otherwise directed by the Tribunal, no appeal or representation in relation to such matter shall thereafter be entertained under such rules.

20. (1) A Tribunal shall not ordinarily admit an application unless it is satisfied that the applicant has availed of all the remedies available to him under the relevant service rules as to redressal of grievances.

Applica-
tions not
to be
admitted
unless
other
remedies
exhausted.

(2) For the purposes of sub-section (1), a person shall be deemed to have availed of all the remedies available to him under the relevant service rules as to redressal of grievances,—

(a) if a final order has been made by the Government or other authority or officer or other person competent to pass such order under such rules, rejecting any appeal preferred or representation made by such person in connection with the grievance; or

(b) where no final order has been made by the Government or other authority or officer or other person competent to pass such order with regard to the appeal preferred or representation made by such person, if a period of six months from the date on which such appeal was preferred or representation was made has expired.

(3) For the purposes of sub-sections (1) and (2), any remedy available to an applicant by way of submission of a memorial to the President or to the Governor of a State or to any other functionary shall not be deemed to be one of the remedies which are available unless the applicant had elected to submit such memorial.

21. (1) A Tribunal shall not admit an application:

Limita-
tion.

(a) in a case where a final order such as is mentioned in clause (a) of sub-section (2) of section 20 has been made in connection with the grievance unless the application is made, within one year from the date on which such final order has been made;

(b) in a case where an appeal or representation such as is mentioned in clause (b) of sub-section (2) of section 20 has been made and a period of six months had expired thereafter without such final order having been made, within one year from the date of expiry of the said period of six months.

(2) Notwithstanding anything contained in sub-section (1), where—

(a) the grievance in respect of which an application is made had arisen by reason of any order made at any time during the period of three years immediately preceding the date on which the jurisdiction, powers and authority of the Tribunal becomes exercisable under this Act in respect of the matter to which such order relates; and

(b) no proceedings for the redressal of such grievance had been commenced before the said date before any High Court, the application shall be entertained by the Tribunal if it is made within the period referred to in clause (a), or, as the case may be, clause (b), of sub-section (1) or within a period of six months from the said date, whichever period expires later.

(3) Notwithstanding anything contained in sub-section (1) of sub-section (2), an application may be admitted after the period of one year specified in clause (a) or clause (b) of sub-section (1) or, as the case may be, the period of six months specified in sub-section (2), if the applicant satisfies the Tribunal that he had sufficient cause for not making the application within such period.

5 of 1908.

22. (1) A Tribunal shall not be bound by the procedure laid down in the Code of Civil Procedure, 1908, but shall be guided by the principles of natural justice and subject to the other provisions of this Act and of any rules made by the Central Government, the Tribunal shall have power to regulate its own procedure including the fixing of places and times of its inquiry and deciding whether to sit in public or in private.

Proce-
dure and
Powers
of Tribu-
nals.

(2) A Tribunal shall decide every application made to it as expeditiously as possible and ordinarily every application shall be decided on a perusal of documents and written representations and ¹[after hearing such oral arguments as may be advanced].

5 of 1908.

(3) A Tribunal shall have, for the purposes of ¹[discharging its functions under this Act] the same powers as are vested in a civil court under the Code of Civil Procedure, 1908, while trying a suit, in respect of the following matters namely:—

1 of 1872.

- (a) summoning and enforcing the attendance of any person and examining him on oath;
- (b) requiring the discovery and production of documents;
- (c) receiving evidence on affidavits;
- (d) subject to the provisions of sections 123 and 124 of the Indian Evidence Act, 1872, requisitioning any public record or document or copy of such record or document from any office;
- (e) issuing commissions for the examination of witnesses or documents;
- (f) reviewing its decisions;
- (g) dismissing a representation for default or deciding it *ex parte*;
- (h) setting aside any order of dismissal of any representation for default or any order passed by it *ex parte*; and
- (i) any other matter which may be prescribed by the Central Government.

¹Subs. by Act 19 of 1986, s. 15, for certain words (w.e.f. 22-1-1986)

Right of applicant to take assistance of legal practitioner and of Government etc. to appoint presenting officers.

23. (1) A person making an application to a Tribunal under this Act may either appear in person or take the assistance of a legal practitioner of his choice to present his case before the Tribunal.

(2) The Central Government or a State Government or a local or other authority or corporation, ¹[or society] to which the provisions of sub-section (3) of section 14 or sub-section (3) of section 15 apply ²[... ..] may authorise one or more legal practitioners or any of its officers to act as presenting officers and every person so authorised by it may present its case with respect to any application before a Tribunal].

Conditions as to making of interim orders.

24. Notwithstanding anything contained in any other provisions of this Act or in any other law for the time being in force, no interim order [whether by way of injunction or stay or in any other manner] shall be made on, or in any proceedings relating to, an application unless—

- (a) copies of such application and of all documents in support of the plea for such interim order are furnished to the party against whom such application is made or proposed to be made; and
- (b) opportunity is given to such party to be heard in the matter;

Provided that a Tribunal may dispense with the requirements of clause (a) and (b) and make an interim order as an exceptional measure if it is satisfied, for reasons to be recorded in writing, that it is necessary so to do for preventing any loss being caused to the applicant which cannot be adequately compensated in money but any such interim order shall, if it is not sooner vacated, cease to have effect on the expiry of a period of fourteen days from the date on which it is made unless the said requirements have been complied with before the expiry of that period and the Tribunal has continued the operation of the interim order.

Power of Chairman to transfer cases from one Bench to another.

³25. On the application of any of the parties and after notice to the parties, and after hearing such of them as he may desire to be heard, or on his own motion without such notice, the Chairman may transfer any case pending before one Bench, for disposal, to any other Bench.

Decision to be by majority.

26. If the Members of a Bench differ in opinion on any point, the point shall be decided according to the opinion of the majority, if there is a majority but if the Members are equally divided, they shall state the point or points on which they differ, and make a reference to the Chairman who shall either hear the point or points himself or refer the case for hearing on such point or points by one or more of the other Members of the Tribunal and such point or points shall be decided according to the opinion of the majority of the Members of the Tribunal who have heard the case, including those who first heard it]⁴.

¹Ins. by s. 16 Act 19 of 1986 (w.e.f. 22-1-1986)

²Subs. by s. 16, *ibid*, for certain words (w.e.f. 22-1-1986)

³Subs. by Act 19 of 1986, s. 17, for sections 25 and 26 (w.e.f. 22-1-1986)

27. Subject to the other provisions of this Act and the rules,* (the order of a Tribunal finally disposing of an application or an appeal shall be final and shall not be called in question in any court [including a High Court] and such order) shall be executed in the same manner in which any final order of the nature referred to in clause (a) of sub-section (2) of section 20 (whether or not such final order had actually been made) in respect of the grievance to which the application relates would have been executed.

Execu-
tion of
orders
of a
Tribunal.

CHAPTER V

MISCELLANEOUS

28. On and from the date from which any jurisdiction, powers and authority becomes exercisable under this Act by a Tribunal in relation to recruitment and matters concerning recruitment to any Service or post or service matters concerning members of any Service of persons appointed to any Service, or post, ⁵[no court except.

Exclu-
sion of
jurisdic-
tion of
courts
except
the
Supreme
Court.

(a) the Supreme Court; or

(b) any Industrial Tribunal, Labour Court or other authority constituted under the Industrial Disputes Act, 1947 or any other corresponding law for the time being in force, shall have], or be entitled to exercise any jurisdiction, powers or authority in relation to such recruitment or matters concerning recruitment or such service matters.

29. (1) Every suit or other proceeding pending before any Court or other authority immediately before the date of establishment of a Tribunal under this Act being a suit or proceeding the cause of action whereon it is based is such that it would have been if it had arisen after such establishment within the jurisdiction of such Tribunal shall stand transferred on that date to such Tribunal:

Transfer
of pend-
ing cases.

Provided that nothing in this sub-section shall apply to any appeal pending as aforesaid before a High Court ²[* * * *]

(2) Every suit or other proceeding pending before a court or other authority immediately before the date with effect from which jurisdiction is conferred on a Tribunal in relation to any local or other authority or corporation, ³[or society] being a suit or proceeding the cause of action whereon it is based is such that it would have been, if it had arisen after the said date, within the jurisdiction of such Tribunal, shall stand transferred on that date to such Tribunal:

Provided that nothing in this sub-section shall apply to any appeal pending as aforesaid before a High Court ²[* * * *]

Explanation—For the purposes of this sub-section “date with effect from which jurisdiction is conferred on a Tribunal”, in relation to any local or other authority or corporation, means the date with effect from which the provisions of sub-section (3) of section 14 or, as the case may

*Subs. by s. 18 *ibid* for certain words (w.e.f. 22-1-1986)

2. The words “or the Supreme Court” Omitted by s. 20 *ibid* (w. e. f. 22-1-1986)

3. Ins. by s. 20 *ibid* (w.e.f. 22-1-1986)

5. subs. by Act 19 of 1986, s. 19 for certain words (w.e.f. 1.11.1985)

be, sub-section (3) of section 15, are applied to such local or other authority or corporation ³[or society].

(3) Where immediately before the date of establishment of a Joint Administrative Tribunal any one or more of the States for which it is established, has or have a State Tribunal or State Tribunals, all cases pending before such state Tribunal or State Tribunals immediately before the said date together with the records thereof shall stand transferred on that date to such Joint Administrative Tribunal.

Explanation.—For the purposes of this sub-section, “State Tribunal” means a Tribunal established under sub-section (2) of section 4.

(4) Where any suit, appeal or other proceeding stands transferred from any court or other authority to a Tribunal under sub-section (1) or sub-section (2).

(a) the court or other authority shall, as soon as may be after such transfer, forward the records of such suit, appeal or other proceeding to the Tribunal; and

(b) the Tribunal may, on receipt of such records, proceed to deal with such suit, appeal or other proceeding, so far as may be, in the same manner as in the case of an application under section 19 from the stage which was reached before such transfer or from any earlier stage or de novo as the Tribunal may deem fit.

(5) Where any case stands transferred to a Joint Administrative Tribunal under sub-section (3), the Joint Administrative Tribunal may proceed to deal with such case from the stage which was reached before it stood so transferred.

**[(6) Every case pending before a Tribunal immediately before the commencement of the Administrative Tribunals (Amendment) Act, 1987, being a case the cause of action whereon it is based is such that it would have been, if it had arisen after such commencement, within the jurisdiction of any court, shall, together with the records thereof, stand transferred on such commencement to such court.

(7) Where any case stands transferred to a court under sub-section (6), that court may proceed to deal with such case from the stage which was reached before it stood so transferred].

Provi-
sion for
filling of
certain
appeals.

*[29A. Where any decree or order has been made or passed by any court (other than a High Court) in any suit or proceeding before the establishment of a Tribunal, being a suit or proceeding the cause of action whereon it is based is such that it would have been if it had arisen after such establishment, within the jurisdiction of such Tribunal, and no appeal has been preferred against such decree or order before such establishment and the time for preferring such appeal under any law for the time being in force had not expired before such establishment, such appeal shall lie—

(a) to the Central Administrative Tribunal within ninety days from the date on which the Administrative Tribunals (Amendment) Bill,

*Ins. by Act 19 of 1986 s. 21 *ibid.* s. 20 (w.e.f. 22-1-86)

**Ins. by Act 51 of 1987. s. 5 (w.e.f. 22-12-87)

3. Ins. by Act 19 of 1986 s.20 (w.e.f. 22-1-86)

1986 receives the assent of the President, or within ninety days from the date of receipt of the copy of such decree or order, whichever is later, or

- (b) to any other Tribunal within ninety days from its establishment or within ninety days from the date of receipt of the copy of such decree or order, whichever is later.]

45 of
1860.

30. All proceedings before a Tribunal shall be deemed to be judicial proceedings within the meaning of sections 193, 219 and 228 of the Indian Penal Code.

Proceedings before a Tribunal to be judicial proceedings.

45 of
1860.

31. The Chairman, Vice-Chairman and other Members and the officers and other employees provided under section 13 to a Tribunal shall be deemed to be public servants within the meaning of section 21 of the Indian Penal Code.

Members and staff of Tribunal to be public servants.

32. No suit, prosecution or other legal proceeding shall lie against the Central or State Government or against the Chairman, Vice-Chairman or other Member of any Central or Joint or State Administrative Tribunal, or any other person authorised by such Chairman, Vice-Chairman or other Member for anything which is in good faith done or intended to be done in pursuance of this Act or any rule or order made thereunder.

Protection of action taken in good faith.

33. The provisions of this Act shall have effect notwithstanding anything inconsistent therewith contained in any other law for the time being in force or in any instrument having effect by virtue of any law other than this Act.

Act to have overriding effect.

34. (1) If any difficulty arises in giving effect to the provisions of this Act, the Central Government may, by order published in the official Gazette, make such provisions, not inconsistent with the provisions of this Act as appear to it to be necessary or expedient for removing the difficulty.

Power to remove difficulties.

(2) Every order made under this section shall, as soon as may be after it is made, be laid before each House of Parliament.

35. (1) The Central Government may, subject to the provisions of section 36, by notification, make rules to carry out the provisions of this Act.

Power of the Central Government to make rules.

(2) Without prejudice to the generality of the foregoing power, such rules may provide for all or any of the following matters namely:—

(a) the case or cases which shall be decided by Bench composed of more than ~~two~~ ^{three} members, under clause (d) of sub-section (4) of section 5;

(b) the procedure under sub-section (3) of section 9 for the investigation of misbehaviour of incapacity of Chairman, Vice-Chairman or other Member;

*Sub. by Act 19 of 1986, s. 22 for "three members" (w.e.f. 22-1-86)

- (c) the salaries and allowances payable to, and the other terms and conditions of, the Chairman, Vice-Chairman and other Members;
- (d) the form in which an application may be made under section 19, the documents† and other evidence by which such application shall be accompanied‡ (and the fees payable in respect of filing of such application or for the service or execution of processes).
- (e) the rules subject to which a Tribunal shall have power to regulate its own procedure under sub-section (1) of section 22 and the additional matters in respect of which a Tribunal may exercise the powers of a civil court under clause (i) of sub-section (3) of that section; and
- (f) any other matter which may be prescribed or in respect of which rules are required to be made by the Central Government.

Appropriate Govt. to make rules.

36. The appropriate Government may, by notification, make rules to provide for all or any of the following matters, namely:—

- (a) the financial and administrative powers which the Chairman of a Tribunal may exercise over the @[* * * * *] Benches of the Tribunal under section 12;
- (b) the salaries and allowances and conditions of service of the officers and other employees of a Tribunal under sub-section (2) of section 13; and
- (c) any other matter not being a matter specified in section 35 in respect of which rules are required to be made by the appropriate Government.

Power to make rules retrospectively.

*[“36A. The power to make rules under clause (c) of sub-section (2) of section 35 or clause (b) of section 36 shall include the power to make such rules or any of them retrospectively from a date not earlier than the date on which this Act received the assent of the President, but no such retrospective effect shall be given to any such rule so as to prejudicially affect the interests of any person to whom such rule may be applicable”]

Laying of rules.

37. (1) Every rule made under this Act by the Central Government shall be laid as soon as may be after it is made, before each House of Parliament while it is in session, for a total period of thirty days which may be comprised in one session or in two or more successive sessions, and if, before the expiry of the session immediately following the session or the successive sessions aforesaid, both Houses agree in making any modification in the rule or both Houses agree that the rule should not be made, the rule shall thereafter have effect only in such modified form or be of no effect, as the case may be; so, however, that any such modification or annulment shall be without prejudice to the validity of anything previously done under that rule.

(2) Every rule made by a State Government under this Act shall be laid, as soon as may be after it is made, before the State Legislature.

@The words “Principal Bench and the additional omitted by Act 19 of 1986, s. 23 (w.e.f. 22-1-1986)

*Ins. by Act 51 of 1987, s. 6 (w.e.f. 22-12-87)

†Subs. by Act 19 of 1986, s. 22 for certain words (w.e.f. 22-1-1986)

MINISTRY OF LAW AND JUSTICE

(Legislative Department)

New Delhi, the 27th March, 1986|Chaitra 6, 1908 (Saka)

The following Act of Parliament received the assent of the President on the 25th March, 1986, and is hereby published for general information:—

THE ADMINISTRATIVE TRIBUNALS (AMENDMENT) ACT, 1986

No. 19 OF 1986

(25th March, 1986)

An Act to amend the Administrative Tribunals Act, 1985.

Be it enacted by Parliament in the Thirty-seventh Year of the Republic of India as follows:—

1. (1) This Act may be called the Administrative Tribunals (Amendment) Act, 1986.

Short title and commencement.

(2) Save as otherwise provided in this Act, it shall be deemed to have come into force on the 22nd day of January, 1986.

* * * * *
* * * * *

24. Every person holding office as Chairman, Vice-Chairman, or other Members of the Central Administrative Tribunal immediately before the commencement of this Act shall,—

Provisions as to existing Members of Central Administrative Tribunal.

(a) if he possesses any of the qualifications specified for appointment as a Judicial Member under the Principal Act, as amended by this Act, be deemed, on and from such commencement, to have been appointed as a Judicial Member of such Tribunal; and

(b) in any other case, be deemed, on and from such commencement, to have been appointed as an Administrative Member of such Tribunal.

25. Anything done or any action taken (including any application admitted or orders passed) by the Central Administrative Tribunal or any of its Bench or Benches immediately before the commencement of this Act in the exercise or purported exercise of its jurisdiction, powers and authority conferred by or under the principal Act shall be deemed to have been validly done or taken as if the provisions of the principal Act, as amended by this Act, had been in force at all material times and, accordingly, anything done or any action taken by

Validation.

the said Tribunal or any of its Bench or Benches shall not be called in question merely on the ground that—

- (a) the Bench or Benches of such Tribunal had not been properly constituted, or
- (b) the said Tribunal had no jurisdiction to adjudicate or try any dispute or complaint or to hear any appeals in relation to such dispute or complaint.

Repeal
and
saving.

26. (1) The Administrative Tribunals (Amendment) Ordinance, 1986, is hereby repealed. 1 of 1986.

(2) Notwithstanding such repeal, anything done or any action taken under the principal Act, as amended by the said Ordinance, shall be deemed to have been done or taken under the principal Act, as amended by this Act.

S. RAMAAN,
Secy. to the Govt. of India.



भारत का राजपत्र The Gazette of India

असाधारण

EXTRAORDINARY

भाग II—खण्ड 3—उप-खण्ड (i)

PART II—Section 3—Sub-section (i)

प्राधिकार से प्रकाशित

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कार्मिक, लोक शिकायत तथा पेंशन मंत्रालय

(कार्मिक और प्रशिक्षण विभाग)

अधिसूचना

नई दिल्ली, 6 मार्च, 2006

सा.का.नि. 144(अ).—केन्द्रीय सरकार, प्रशासनिक अधिकरण अधिनियम, 1985 (1985 का 13) की धारा 36 के खण्ड (ग) द्वारा प्रदत्त शक्तियों का प्रयोग करते हुए प्रशासनिक अधिकरणों के उपाध्यक्षों और सदस्यों की नियुक्ति की प्रक्रिया को विनियमित करते हुए एतद्वारा निम्नलिखित नियम बनाती है, अर्थात् :-

(1) लघु शीर्ष और आरम्भ -- (1) इन नियमों का नाम प्रशासनिक अधिकरण (उपाध्यक्षों और सदस्यों की नियुक्ति की प्रक्रिया) नियमावली, 2006 है ।

(2) ये, शासकीय राजपत्र में अपने प्रकाशन की तारीख से लागू होंगे ।

2. परिभाषाएँ : इन नियमों में, जब तक इस संदर्भ में अन्य कोई बात अपेक्षित न हो -

(क) "अधिनियम" से प्रशासनिक अधिकरण अधिनियम, 1985 (1985 का 13) अभिप्रेत है ।

(ख) "अधिकरण" से केन्द्र सरकार के सम्बन्ध में केन्द्रीय प्रशासनिक अधिकरण और राज्य सरकार के सम्बन्ध में राज्य प्रशासनिक अधिकरण अभिप्रेत है ।

3. चयन समिति की संरचना :-

(1) केन्द्रीय प्रशासनिक अधिकरण के उपाध्यक्षों और सदस्यों के चयन के लिए- केन्द्रीय प्रशासनिक अधिकरण के उपाध्यक्षों और सदस्यों के चयन के प्रयोजन से एक चयन समिति होगी जिसमें निम्नलिखित शामिल होंगे :-

- (i) भारत के मुख्य न्यायाधीश द्वारा नामित उच्चतम न्यायालय का पीठासीन न्यायाधीश, अध्यक्ष ।
- (ii) अध्यक्ष, केन्द्रीय प्रशासनिक अधिकरण;
- (iii) भारत सरकार के सचिव, कार्मिक, लोक शिकायत तथा पेंशन मंत्रालय (कार्मिक और प्रशिक्षण विभाग); और
- (iv) सचिव, भारत सरकार, विधि और न्याय मंत्रालय (विधि कार्य विभाग)

(2) राज्य प्रशासनिक अधिकरणों के उपाध्यक्ष और सदस्यों के चयन के लिए - संबंधित राज्य प्रशासनिक अधिकरण के उपाध्यक्षों और सदस्यों के चयन के प्रयोजन से संबंधित राज्य सरकार की एक चयन समिति होगी जिसमें निम्नलिखित शामिल होंगे :-

- (i) संबंधित राज्य के उच्च न्यायालय के मुख्य न्यायाधीश, अध्यक्ष;
- (ii) संबंधित राज्य सरकार के मुख्य सचिव;
- (iii) संबंधित राज्य के राज्य प्रशासनिक अधिकरण के अध्यक्ष;
- (iv) संबंधित राज्य के राज्य लोक सेवा आयोग के अध्यक्ष ।

4. **रिक्तियाँ** : उपाध्यक्षों और सदस्यों की, प्रत्येक कैलेण्डर वर्ष के छः महीने के ब्लॉक अर्थात् जनवरी से जून और जुलाई से दिसम्बर तक की प्रत्याशित रिक्तियाँ, चयन समिति के समक्ष रखी जाएँगी । संबंधित प्रशासनिक अधिकरण का अध्यक्ष, उपाध्यक्ष और सदस्यों की, क्रमशः न्यायिक क्षेत्र और प्रशासनिक क्षेत्र से भरे जाने वाली रिक्तियों की संख्या दर्शाएगा, जिसके पश्चात् रिक्तियों को भरने की प्रक्रिया तदनुसार, केन्द्र सरकार के कार्मिक और प्रशिक्षण विभाग अथवा राज्य सरकार के संबंधित विभाग, जैसा भी मामला हो, द्वारा शुरू की जाएगी ।

5. आवेदन-पत्र आमंत्रित करने/उस पर कार्रवाई करने की प्रक्रिया - (1) केन्द्रीय प्रशासनिक अधिकरण -

- (i) चयन समिति, केन्द्रीय प्रशासनिक अधिकरण के अध्यक्ष और सदस्यों के पदों के लिए आवेदन-पत्र आमंत्रित करने और इनका चयन करने के लिए भी स्वयं प्रक्रिया निर्धारित करेगी अथवा मार्गदर्शी सिद्धांत विहित करेगी ।
- (ii) कार्मिक, लोक शिकायत तथा पेंशन मंत्रालय द्वारा विभिन्न संवर्ग नियंत्रक प्राधिकरणों को लिखने के पश्चात् मंत्रालय द्वारा तैयार की गई उम्मीदवारों की सूची में से, चयन समिति उपाध्यक्ष और सदस्यों के पदों पर नियुक्ति के लिए इन व्यक्तियों के नामों की सिफारिश करेगी ।
- (iii) केन्द्रीय सरकार, चयन समिति की सिफारिशों पर विचार करने के बाद तथा उक्त अधिनियम की धारा 6 की उप धारा (7) में दिए गए उपबंध के अनुसार भारत के मुख्य न्यायाधीश से परामर्श के पश्चात् केन्द्रीय प्रशासनिक अधिकरण के उपाध्यक्ष और सदस्यों के पद पर नियुक्ति करने के लिए व्यक्तियों की सूची बनाएगी ।

(2) राज्य प्रशासनिक अधिकरण -

- (i) संबंधित राज्य सरकार की चयन समिति, संबंधित राज्य सरकार के प्रशासनिक अधिकरण के उपाध्यक्ष और सदस्यों के लिए आवेदन आमंत्रित करने और चयन के लिए भी अपनी खुद की प्रक्रिया बनाएगी या मार्गदर्शी सिद्धांत निर्धारित करेगी ।
- (ii) चयन समिति, राज्य के विभिन्न नियंत्रक प्राधिकारियों को लिखने के पश्चात् राज्य सरकार के मुख्य सचिव अथवा सचिव, सामान्य प्रशासन विभाग अथवा कार्मिक विभाग द्वारा तैयार की गई उम्मीदवारों की सूची में से उपाध्यक्ष और सदस्यों के रूप में नियुक्ति के लिए व्यक्तियों की सिफारिश करेगी ।
- (iii) चयन समिति की सिफारिशों पर विचार किए जाने के बाद राज्य सरकार चुने गए व्यक्तियों की एक सूची बनाएगी और उस सूची को अपनी सिफारिश के साथ केन्द्रीय सरकार को भेजेगी, जो उक्त अधिनियम की धारा 6 की उप-धारा (7) में दिए गए उपबंध के अनुसार, भारत के मुख्य न्यायाधीश के परामर्श से, संबंधित राज्य सरकार के प्रशासनिक अधिकरण के उपाध्यक्ष अथवा सदस्यों की नियुक्ति करेगी ।

6. **चयन समिति की बैठकें** - (1) केन्द्रीय प्रशासनिक अधिकरणों के मामले में, चयन समिति सामान्यतः अपनी बैठकें नई दिल्ली में और राज्य प्रशासनिक अधिकरण के मामले में संबंधित राज्य की राजधानी में अथवा अध्यक्ष द्वारा ऐसी बैठकों के स्थान के परिवर्तन के लिए कारणों को रिकॉर्ड करके, उसके द्वारा यथा निर्धारित ऐसे स्थान अथवा स्थानों पर, आयोजित करेगी ।

(2) चयन समिति की बैठक के लिए नोटिस/कार्य-सूची, जैसा भी मामला हो, अग्रिम रूप से जारी की जाएगी । बैठक की तिथि और स्थान समिति के अध्यक्ष की सुविधा के अनुसार निर्धारित किया जाएगा ।

(3) बैठक के लिए न्यूनतम कोरम अध्यक्ष और कम-से-कम एक अन्य सदस्य होगा ।

7. **चयन के मानदण्ड** : प्रशासनिक अधिकरणों के सदस्यों में से उपाध्यक्ष के पद को भरने के मामले में योग्यता ही, न कि वरिष्ठता उपयुक्तता का एकमात्र मानदण्ड होगा ।

8. **भारत के मुख्य न्यायाधीश से परामर्श** : (1) चयन समिति की सिफारिशें भारत के मुख्य न्यायाधीश के समक्ष उनके मत के लिए रखी जाएँगी ।

(2) चयन समिति की सिफारिशें भारत के मुख्य न्यायाधीश के मत के साथ आदेश के लिए सक्षम प्राधिकारी को प्रस्तुत की जाएँगी ।

[फा. सं. ए-11013/47/2003-ए.टी.]

आर. रामानुजम, संयुक्त सचिव

MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES AND PENSION

(Department of Personnel and Training)

NOTIFICATION

New Delhi, the 6th March, 2006

G.S.R. 144(E).—In exercise of the powers conferred by clause (c) of Section 36 of the

1. **Short title and commencement.**- (1) These rules may be called the Administrative Tribunals (Procedure for appointment of Vice-Chairmen and Members) Rules, 2006.

(2) They shall come into force on the date of its publication in the Official Gazette.

2. **Definitions.**- In these rules, unless the context otherwise requires,-

(a) "Act" means the Administrative Tribunals Act, 1985 (13 of 1985);

(b) "Tribunals" means the Central Administrative Tribunal in relation to the Central and the State Administrative Tribunals in relation to a State.

3. Composition of Selection Committee.-

(1) *For selection of Vice-Chairmen and Members of Central Administrative Tribunal.*-There shall be a Selection Committee for the purpose of the selection of the Vice-Chairman and Members in the Central Administrative Tribunal consisting of the following:-

- (i) Sitting Judge of the Supreme Court nominated by the Chief Justice of India, Chairman;
- (ii) Chairman, Central Administrative Tribunal;
- (iii) Secretary to the Government of India, Ministry of Personnel, Public Grievances and Pensions (Department of Personnel and Training); and
- (iv) Secretary, Government of India, Ministry of Law and Justice (Department of Legal Affairs).

(2) *For Selection of Vice-Chairman and Members of State Administrative Tribunals.*-There shall be a Selection Committee of the concerned State Government for the purpose of selection of the Vice Chairman and Members of the concerned State Administrative Tribunal consisting of the following:

- (i) Chief Justice of the High Court of the concerned State, Chairman;
- (ii) Chief Secretary of the concerned State Government;
- (iii) Chairman of the State Administrative Tribunal of the concerned State; and
- (iv) Chairman of the State Public Service Commission of the concerned State.

4. **Vacancies.**- The anticipated vacancies of Vice-Chairmen and Members shall be placed before the Selection Committee for a block of six months i.e., January to June and July to December of each calendar year. The Chairman of the Administrative Tribunal concerned shall indicate the number of vacancies of the Vice-Chairman and the Members to be filled from the judicial stream and the administrative stream respectively whereupon the procedure to fill up the vacancies, accordingly, shall be initiated by the Department of Personnel and Training of the Central Government or the Department concerned of the State Government, as the case may be.

5. **Procedure for inviting/processing of candidatures.**- (1) *Central Administrative Tribunal-*

(i) The Selection Committee shall devise its own procedure or lay guidelines for inviting applications as also for the selection of the Vice-Chairman and the Members of the Central Administrative Tribunal.

(ii) The Selection Committee shall recommend persons for appointment as the Vice-Chairman and Members from amongst the persons on the list of candidates prepared by the Ministry of Personnel, Public Grievances and Pensions, after writing to the various cadre controlling authorities.

(iii) The Central Government shall, after taking into consideration the recommendations of the Selection Committee, and in consultation with the Chief Justice of India in accordance with the provision contained in sub-section (7) of section 6 of the said Act, make a list of persons for appointment as the Vice-Chairman and Members of the Central Administrative Tribunal.

(2) *State Administrative Tribunal-*

(i) The Selection Committee of the concerned State Government shall devise its own procedure or lay down guidelines for inviting applications as also for the selection of the Vice-Chairman and the Members of the Administrative Tribunal of the State Government concerned.

(ii) The Selection Committee shall recommend persons for appointment as the Vice-Chairman and Members from amongst the persons on the list of the candidates prepared by the Chief Secretary or Secretary, General Administration Department or Personnel Department of the State Government after writing to the various cadre controlling authorities of the State.

(iii) The State Government shall, after taking into consideration the recommendations of the Selection Committee, make a list of persons selected and send the same with its recommendations to the Central Government who will in consultation with the Chief Justice of India in accordance with the provision contained in sub-section(7) of section 6 of the said Act, appoint the Vice-Chairman or Members of the Administrative Tribunal of the State Government concerned.

6. Meetings of the Selection Committee.- (1) The Selection Committee shall normally hold its meetings at New Delhi in the case of the Central Administrative Tribunals and at the State capital of the State concerned in the case of the State Administrative Tribunal or at such place or places, as may be authorized by the Chairman by recording the reasons for the change of the venue of such meetings.

(2) The Notice/Agenda, as the case may be, for the meeting of the Selection Committee shall be issued in advance. The date and venue for the meeting shall be fixed with the convenience of the Chairman of the Committee.

(3) The minimum quorum for the meeting shall be the Chairman and at least, one other Member.

7. Criteria for Selection.- Merit in terms of suitability and not seniority shall be the sole criterion in the matter of filling up the post of the Vice-Chairman from amongst the Members of the Administrative Tribunals.

8. Consultation with the Chief Justice of India.- (1) The recommendations of the Selection Committee shall be placed before the Chief Justice of India for his views.

(2) The recommendations of the Selection Committee, together with the views of the Chief Justice of India shall be submitted to the competent authority for orders.

[F.No. A-11013/47/2003-AT]

R. RAMANUJAM, Jt. Secy.

**THE CENTRAL ADMINISTRATIVE TRIBUNAL
(SALARIES & ALLOWANCES & CONDITIONS
OF SERVICE OF CHAIRMAN, VICE-CHAIRMEN
& MEMBERS) RULES, 1985**

1. GSR 644(E), dated the 10th August, 1985 - In exercise of the powers conferred by clause (c) of sub-section 35 of the Administrative Tribunals Act, 1985 (13 of 1985), the Central Government hereby makes the following rules, namely:-

1. Short title and commencement – (1) These rules may be called the Central Administrative Tribunal (Salaries and Allowances and Conditions of Service of Chairman, Vice-Chairmen and Members) Rules, 1985.
 - (2) they shall come into force on the date of their publication in the official Gazette.
2. Definitions – In these rules, unless the context otherwise requires –
 - (a) “Act” means the Administrative Tribunal Act, 1985 (13 of 1985);
 - (b) “Tribunal” means the Central Administrative Tribunal.
3. **Pay** - The Chairman shall be entitled to a pay of rupees thirty thousand per mensem; a Vice-Chairman shall be entitled to a pay of rupees twenty six thousand per mensem and a Member shall be entitled to a pay in the scale of Rs.22,400-600-26000/- per mensem

Provided that in the case of appointment as a Chairman, Vice-Chairman or a Member of a person who has retired as a Judge of High Court or who has retired from service under the Central Government or a State Government and who is in receipt of or has received or has become entitled to receive any retirement benefits by way of pension or gratuity employer's contribution to the Contributory Provident Fund or other forms of retirement benefits, the pay shall be reduced by the gross amount of pension or pension equivalent to service gratuity or employer's contribution to Contributory Provident Fund or any other form of retirement benefits, if any, but excluding pension equivalent to retirement gratuity, drawn or to be drawn by him.

4. & Dearness Allowance - The Chairman, Vice-Chairman and a Member shall be entitled to dearness allowance appropriate to their pay at the rates admissible to Group 'A' officers of the Central Government drawing a pay in the scale of Rs.22,400-600-26,000/- or above.
- 4A. + City Compensatory Allowance - The Chairman, a Vice-Chairman and a Member shall be entitled to City Compensatory Allowance appropriate to their pay at the rates drawing a pay admissible to Group 'A' officers of the Central Government in the scale of Rs.22,400-600-26000/- or above.

The Chairman, a Vice-Chairman and a Member shall be entitled to City Compensatory Allowance appropriate to their pay at the rates drawing a pay admissible to Group 'A' officers of the Central Government in the scale of Rs.22,400-600-26000/- or above.

5. Retirement from parent service on appointment as Member (1) : The

Chairman, a Vice-Chairman or a Member who on the date of his appointment to the Tribunal, was in service under the Central Government or a State Government, shall seek retirement from such service before his appointment to the Tribunal and in the case of a sitting Judge of a High Court who is appointed as Chairman, Vice-Chairman, his service in the Tribunal shall be treated as Actual service within the meaning of para 11(b) (i) of Part 'D' of the second Schedule to the Constitution.

(2) On such retirement as is provided for in sub-rule(1), the Chairman, Vice-Chairman and Member :

(i) shall be entitled to receive pension and gratuity in accordance with the retirement rules applicable to him;

(ii) Shall not be allowed to carry forward his earned leave but shall be entitled to receive cash equivalent to leave salary, if any, in accordance with the rules applicable to him prior to his retirement.

6. Leave – (1) A person, on appointment in the Tribunal as a Chairman, Vice-Chairman or a Member shall be entitled to leave as follows :

(i) earned leave at the rate of fifteen days for every completed calendar year of service.

(ii) Half pay leave on medical certificate or on private affairs at the rate of twenty days in respect of each completed year of service and the leave salary for half pay leave shall be equivalent to half of the leave salary admissible during the earned leave;

(iii) leave on half pay can be commuted to full pay leave at the discretion of the Member, provided it is taken on Medical grounds and is supported by a medical certificate from the competent medical authority.

(iv) extra ordinary leave without pay and allowances upto a maximum period of 180 days in one term of office.

(2) If the Chairman, a Vice-Chairman or a Member is unable to enjoy full vacation on account of his occupation with the Tribunal, he shall be entitled to add the unenjoyed period of vacation to the leave account.

Explanation - For the purpose of this sub-rule "vacation" means vacation of 30 days in each calendar year observed by the Tribunal.

(3) % On the expiry of the term of his office in the Tribunal, the Chairman, the Vice-Chairman or a Member shall be entitled to receive cash equivalent of leave salary in respect of the earned leave standing to his credit subject, to the conditions that the maximum of leave encashed under this sub-rule or sub-rule(2) of

rule 5 or at the time of retirement from previous service, as the case may be, or taken together shall not in any case exceed 300 days:

Provided that in respect of the Chairman, Vice-Chairman and the Members holding office on the date of commencement of the Central Administrative Tribunal (Salaries and Allowances and Conditions of Service of Chairman, Vice-Chairman and Members) Amendment Rule, 1992, this sub-rule shall be applied as it stood before such commencement.

(4) The Chairman, the Vice-Chairman or other Members shall be entitled to receive the dearness allowance as admissible on the leave salary under sub-rule(2) at the rates in force on the date of the relinquishment of the office in the Tribunal;

7. Leave sanctioning authority - The Chairman shall be the authority competent to sanctioning leave to the Vice-Chairman and to a Member and the President shall be the authority competent to sanction leave to the Chairman.

8. Pension – (1) Every person appointed to the Tribunal as the Chairman, a Vice-Chairman or a Member shall be entitled to pension provided that no such pension shall be payable.

(i) if he has put in less than two years of service; or

(ii) if he has been removed from an office in the Tribunal under sub-section(2) of section 9 of the Act.

(2) Pension under sub-rule (1) shall be calculated at the rate of rupees four thousand seven hundred and sixteen per annum for each completed year of service:

Provided that the aggregate amount of pension payable under this rule together with amount of any pension including commuted portion of pension if any drawn or entitled to be drawn while holding office in the Tribunal shall not exceed the maximum amount of pension prescribed for a Judge of the High Court.

9. Provident Fund – The Chairman, a Vice-Chairman or a Member shall be entitled to subscribe to the General Provident Fund at his option and in case of his so opting shall be governed by the provisions of the Central Provident Fund (Central Services) Rules:

Provided that if the Chairman, a Vice-Chairman or a Member was Judge of a High Court or was a Member of an All India Service immediately before his joining the Tribunal, he shall be governed by the rules which were applicable to him immediately before joining the Tribunal.

10. Travelling Allowance - The Chairman, a Vice-Chairman or other Member while on tour as on transfer (including the journey undertaken to join the Tribunal or on the expiry of his term with the Tribunal to proceed to his home town) shall be entitled to the traveling allowances, daily allowance, transportation of personal effects and other similar matters at the same

scales and the same rates as are prescribed in the High Court Judges (Travelling Allowances) Rules, 1956.

11. Leave Travel Concession - the Chairman, a Vice-Chairman and a Member shall be entitled to the leave travel concession at the same rates, and at the same scales and on the same conditions as are admissible to Group 'A' officer of the Central Government drawing a pay in the scale of Rs.22,400-600-26,000/- or above.
12. Accommodation – (1) Every person appointed to the Tribunal as a Chairman, a Vice-Chairman or a Member shall be entitled to the use of an official residence from the general pool accommodation of the type admissible to an officer of the rank of a Secretary to the Government of India stationed at Delhi on the payment of the licence fee at the rates prescribed by the Central Government from time to time.
 - (2) When a Chairman, a Vice-Chairman or a Member is not provided with or does not avail himself of the general pool accommodation referred to in sub-rule(1) he may be paid every month an allowance of an amount equal to thirty percent of his pay.
 - (3) Where the Chairman, a Vice-Chairman or a Member occupies an official residence beyond the permissible period he shall be liable to pay additional licence fee or penal rent, as the case may be, and liable to eviction in accordance with the rules applicable to Secretary to the Government of India belonging to the Indian Administrative Service.
13. Facility of conveyance – The Chairman, Vice-Chairman and a Member shall be entitled to the facility of staff car for journeys for official and private purposes in accordance with the Staff Car Rules of the Government of India.
14. Facilities for Medical Treatment - The Chairman, Vice-Chairman or other Member shall be entitled to medical treatment and hospital facilities as provided in the Contributory Health Service Scheme Rules, 1954 and in places where the Central Health Services Scheme is not in operation, the Chairman, Vice-Chairman and Members shall be entitled to the facilities as provided in the Central Services Medical Attendance Rules.
15. Conditions of service of sitting Judges of the High Court appointed as Chairman or Vice-Chairman - Notwithstanding anything contained in these rules, where a sitting judge of a High Court is appointed as the Chairman or a Vice-Chairman of the Tribunal the service conditions as contained in the High Court Judges (Conditions of Service) Act, 1954 and the rules made thereunder shall apply to him.
- 15A. Notwithstanding anything contained in rule 4 to 15 of the said rules, the conditions of service and other perquisites available to the Chairman and Vice-Chairman of the Central Administrative Tribunal shall be the same as admissible to a serving Judge of a High Court as contained in the High Court Judges (Conditions of Service) Act, 1954 and High Court Judges (Travelling Allowances) Rules, 1956.
16. Residuary provision – The conditions of service of the Chairman, Vice-Chairman or other Member for which no express provision is available in

these rules shall be determined by the rules and orders for the time being applicable to a Secretary to the Government of India belonging to the Indian Administrative Service.

17. Powers to relax rules – The Central Government shall have power to relax the provisions of any of these rules in respect of any class or categories of persons

THE CENTRAL ADMINISTRATIVE TRIBUNAL (STAFF)
(CONDITIONS OF SERVICE)] RULES, 1985

*G.S.R. 825(E) dated the 31st October, 1985. In exercise of the powers conferred by clause (b) of section 36 of the Administrative Tribunals Act, 1985 (13 of 1985), the Central Government hereby makes the following rules, namely:-

1. Short title and commencement:- (1) These rules may be called the Central Administrative Tribunal [Staff] (Conditions of Service)] Rules, 1985.

(2) They shall come into force on the date of their publication in the Official Gazette.

2. Definition:- In these rules, unless the context otherwise requires, "Tribunal" means the Central Administrative Tribunal.

3. Staff of the Tribunal. The nature and categories of the officers and other employees of the Tribunal and the scale of pay attached thereto shall be as specified in the Schedule appended to these rules.

4. Conditions of Service:- The conditions of service of the officers and other employees of the Tribunal in the matters of Pay, Allowances, Leave, Provident Fund, age of superannuation, pension and retirement benefits, medical facilities and other conditions of service, shall be regulated in accordance with such rules and regulations as are for the time being applicable to officers and employees belonging to Group A, Group B, Group C and Group D, as the case may be, of the corresponding scales of pay stationed at those places.

**SCHEDULE

SL. NO.	NAME OF THE POST	@SCALE OF PAY
1.	Registrar (Principal Bench)	Rs. 5900-6700
2.	Registrar (Additional Benches Bangalore/ Madras)	Rs. 5100-5700*
3.	Registrar (Other Benches)	Rs. 4500-5700
4.	Financial Adviser and Chief Accounts Officer	Rs. 4500-5700
5.	Joint Registrar	Rs. 3700-5000
6.	Deputy Registrar	Rs. 3000-4500
7.	Deputy Controller of Accounts	Rs. 3000-4500
8.	Accounts Officer	Rs. 2375-3500
9.	Section Officer	Rs. 2000-3500
10.	Court Officer	Rs. 2000-3500
11.	Private Secretary	Rs. 2000-3500
12.	Legal Draftsman	Rs. 2000-3500
13.	Librarian	Rs. 2000-3500
14.	Personal Assistant	Rs. 2000-3200
15.	Hindi Translator	Rs. 1640-2900
16.	Junior Accounts Officer	Rs. 1640-2900
17.	Assistant	Rs. 1400-2600
18.	Court Master	Rs. 1400-2600
19.	Stenographer	Rs. 1400-2600
20.	Junior Librarian	Rs. 1400-2600
21.	Senior Accountant	Rs. 1400-2300
22.	Junior Accountant	Rs. 1200-2040
23.	Upper Division Clerk	Rs. 1200-2040
24.	Junior Stenographer	Rs. 1200-2040
25.	Lower Division Clerk	Rs. 950-1500
26.	Hindi Typist	Rs. 950-1500
27.	Staff Car Driver	Rs. 950-1500
28.	Photo Copier	Rs. 950-1400
29.	Despatch Rider	Rs. 950-1400
30.	Gestetner Operator	Rs. 950-1400
31.	Senior Library Attendant	Rs. 950-1400
32.	Junior Library Attendant	Rs. 800-1150
33.	Daftary	Rs. 775-1025
34.	Jamadar	Rs. 775-1025
35.	Peon	Rs. 750-940
36.	Safaiwala	Rs. 750-940
37.	Chowkidar	Rs. 750-940
38.	Mali	Rs. 750-940

@ The scales of pay correspond to similar scales under the Central Government

* The scale of pay of Rs. 5100-5700 for the Registrars in the Bangalore and Madras Benches of the Central Administrative Tribunal will be personal to the present incumbents. Future appointment to the posts when the present incumbents cease to hold the post will be in the scale of Rs. 4500-5700.

** Substituted by G.S.R. 349 (E) dated 31.3.1987.

[Ministry of Personnel, Public Grievances and Pensions No. A-12018/4/85-AT) & 12018/3/86-AT.

Department of Personnel & Training

THE CENTRAL ADMINISTRATIVE TRIBUNAL (FINANCIAL AND ADMINISTRATIVE POWERS) RULES, 1985

@G.S.R. 854 (E). dated the 20th November, 1985. --In exercise of the powers conferred by section 12, clause (f) of section 35 and clause (a) of section 36 of the Administrative Tribunals Act, 1985 (13 of 1985) the Central Government hereby makes the following rules, namely:-

1. Short title and commencement:- (1) These rules may be called the Central Administrative Tribunal (Financial and Administrative Powers) Rules, 1985.

(2) They shall come into force on the date of their publication in the official Gazette.

2. Definition.--In these rules, unless the context otherwise requires,

(a) "Act" means the Administrative Tribunals Act, 1985 (13 of 1985);

(b) "Chairman" means the Chairman of the Tribunal;

(c) "Tribunal" means the Central Administrative Tribunal.

3. Sittings of an additional Bench at place other than the place where it shall ordinarily sit.--If at any time the Vice-Chairman of any additional Bench is satisfied that circumstances exist which render it necessary to have sittings of the said Bench at any place falling within its territorial jurisdiction, other than the place or places at which it ordinarily sits, he may with the previous consent of the Chairman direct that the Additional Bench shall hold its sittings at any such appropriate place.

4. Powers of Chairman.--The Chairman shall have the same powers as are conferred on a Department of the Central Government in respect of the Delegation of Financial Powers Rules, 1978 the General Financial Rules, 1963; the Fundamental and Supplementary Rules, the Central Civil Services (Leave) Rules, 1972, the Central Civil Services (Joining Time) Rules, 1979, the Central Civil Services (Conduct) Rules, 1964, the Central Civil Services (Classification, Control and Appeal) Rules, 1965 and the General Provident Fund (Central Services) Rules, 1960:

Provided that the exercise of the financial powers shall be subject to any procedural or other instructions issued from time to time by the Government and after obtaining the advice of the Financial Adviser and Chief Accounts Officer of the Tribunal.

Provided further that in respect of matters not within the competence of the Chairman, concurrence of the Ministry of Finance or any other authority shall be obtained by the Chairman through the Department of Personnel and Training.

@Published in the Gazette of India, Extraordinary, 1985, Part II, Section 3(i), dated the 20th November, 1985.

\$Substituted by G.S.R. 33(E), dated 15.1.1987



भारत का राजपत्र The Gazette of India

असाधारण

EXTRAORDINARY

भाग II — खण्ड 1

PART II — Section 1

प्राधिकार से प्रकाशित

PUBLISHED BY AUTHORITY

सं० 1] नई दिल्ली, मंगलवार, जनवरी 2, 2007 / पौष 12, 1928

No. 1] NEW DELHI, TUESDAY, JANUARY 2, 2007 / PAUSA 12, 1928

इस भाग में भिन्न पृष्ठ संख्या दी जाती है जिससे कि यह अलग संकलन के रूप में रखा जा सके।
Separate paging is given to this Part in order that it may be filed as a separate compilation.

MINISTRY OF LAW AND JUSTICE

(Legislative Department)

New Delhi, the 2nd January, 2007/Pausa 12, 1928 (Saka)

The following Act of Parliament received the assent of the President on the 29th December, 2006, and is hereby published for general information:—

THE ADMINISTRATIVE TRIBUNALS (AMENDMENT) ACT, 2006

No. 1 of 2007

[29th December, 2006]

An Act further to amend the Administrative Tribunals Act, 1985.

BE it enacted by Parliament in the Fifty-seventh Year of the Republic of India as follows:—

1. (1) This Act may be called the Administrative Tribunals (Amendment) Act, 2006.

Short title and commencement.

(2) It shall come into force on such date as the Central Government may, by notification in the Official Gazette, appoint and different dates may be appointed for different provisions of this Act.

13 of 1985.

2. In section 3 of the Administrative Tribunals Act, 1985 (hereinafter referred to as the principal Act),—

Amendment of section 3.

(1) in clause (i), for the words "the Chairman or a Vice-Chairman", the words "the Chairman" shall be substituted.

(II) in clause (ia), the words "and a Vice-Chairman" shall be omitted.

(III) for clause (u), the following clause shall be substituted, namely:—

'(u) "Vice-Chairman" means a Member who has been authorised by the appropriate Government to perform administrative functions at each of the places where Benches of the Tribunal have been set up.'

Amendment of section 4.

3. In section 4 of the principal Act, in sub-section (4), for the words "Chairman, Vice-Chairman and other Members", the words "Chairman and other Members" shall be substituted.

Amendment of section 5.

4. In section 5 of the principal Act,—

(a) in sub-section (1), for the words "a Chairman and such number of Vice-Chairman and Judicial and Administrative Members", the words "a Chairman and such number of Judicial and Administrative Members" shall be substituted;

(b) in sub-section (4),—

(i) in clause (b), for the words "the Vice-Chairman or other Members", the words "a Member" shall be substituted;

(ii) in clause (c),—

(I) For the words "the Vice-Chairman or the Judicial Member", the words "the Judicial Member" shall be substituted;

(II) for the words "the Vice-Chairman or, as the case may be, the Judicial Member or the Administrative Member", the words "the Judicial Member or the Administrative Member, as the case may be" shall be substituted.

Substitution of new section for section 6.

5. For section 6 of the principal Act, the following section shall be substituted, namely:—

Qualifications for appointment as Chairman, Vice-Chairman and other members.

"6. (1) A person shall not be qualified for appointment as the Chairman unless he is, or has been, a Judge of a High Court:

Provided that a person appointed as Vice-Chairman before the commencement of this Act shall be qualified for appointment as Chairman if such person has held the office of the Vice-Chairman at least for a period of two years.

(2) A person shall not be qualified for appointment,—

(a) as an Administrative Member, unless he has held for at least two years the post of Secretary to the Government of India or any other post under the Central or State Government and carrying the scale of pay which is not less than that of a Secretary to the Government of India for at least two years or held a post of Additional Secretary to the Government of India for at least five years or any other post under the Central or State Government carrying the scale of pay which is not less than that of Additional Secretary to the Government of India at least for a period of five years:

Provided that the officers belonging to All-India services who were or are on Central deputation to a lower post shall be deemed to have held the post of Secretary or Additional Secretary, as the case may be, from the date such officers were granted proforma promotion or actual promotion whichever is earlier to the level of Secretary or Additional Secretary, as the case may be, and the period spent on Central deputation after such date shall count for qualifying service for the purposes of this clause;

(b) as a Judicial Member, unless he is or qualified to be a Judge of a High Court or he has for at least two years held the post of a Secretary to the Government of India in the Department of Legal Affairs or the Legislative

Department including Member-Secretary, Law Commission of India or held a post of Additional Secretary to the Government of India in the Department of Legal Affairs and Legislative Department at least for a period of five years.

(3) The Chairman and every other Member of the Central Administrative Tribunal shall be appointed after consultation with the Chief Justice of India by the President.

(4) Subject to the provision of sub-section (3), the Chairman and every other Member of an Administrative Tribunal for a State shall be appointed by the President after consultation with the Governor of the concerned State.

(5) The Chairman and every other Member of a Joint Administrative Tribunal shall, subject to the provisions of sub-section (3) and subject to the terms of the agreement between the participating State Governments published under sub-section (3) of section 4 of the principal Act, be appointed by the President after consultation with the Governors of the concerned States.

Explanation.— In computing for the purpose of this section, the period during which a person has held any post under the Central or State Government, there shall be included the period during which he has held any other post under the Central or State Government (including an office under this Act) carrying the same scale of pay as that of first mentioned post on a higher scale of pay."

6. In section 7 of the principal Act, for the words "Vice-Chairman or, as the case may be, such one of the Vice-Chairman", the words "such one of the Members" shall be substituted. Amendment of section 7.

7. For section 8 of the principal Act, the following section shall be substituted, namely:— Substitution of new section for section 8.

"8. (1) The Chairman shall hold office as such for a term of five years from the date on which he enters upon his office: Term of office.

Provided that no Chairman shall hold office as such after he has attained the age of sixty-eight years.

(2) A Member shall hold office as such for a term of five years from the date on which he enters upon his office extendable by one more term of five years:

Provided that no Member shall hold office as such after he has attained the age of sixty-five years.

(3) The conditions of service of Chairman and Members shall be the same as applicable to Judges of the High Court."

8. In section 9 of the principal Act, the word "Vice-Chairman" wherever it occurs shall be omitted. Amendment of section 9.

9. In section 10 of the principal Act,—

(i) the word "Vice-Chairman" wherever it occurs shall be omitted;

(ii) after the proviso, the following proviso shall be inserted, namely:—

"Provided further that where a serving Government officer is appointed as a Member, he shall be deemed to have retired from the service to which he belonged on the date on which he assumed the charge of the Member but his subsequent service as Member shall, at his option, be reckoned as a post-retirement re-employment counting for pension and other retirement benefits in the service to which he belonged."

10. After section 10 of the principal Act, the following section shall be inserted, namely:— Insertion of new section 10A.

"10A. The Chairman, Vice-Chairman and Member of a Tribunal appointed before the commencement of the Administrative Tribunals (Amendment) Act, 2006 shall continue to be governed by the provisions of the Act, and the rules made Saving terms and conditions of service of Vice-Chairman.

thereunder as if the Administrative Tribunals (Amendment) Act, 2006 had not come into force:

Provided that, however, such Chairman and the Members appointed before the coming into force of Administrative Tribunals (Amendment) Act, 2006, may on completion of their term or attainment of the age of sixty-five or sixty-two years, as the case may be, whichever is earlier may, if eligible in terms of section 8 as amended by the Administrative Tribunals (Amendment) Act, 2006 be considered for a fresh appointment in accordance with the selection procedure laid down for such appointments subject to the condition that the total term in office of the Chairman shall not exceed five years and that of the Members, ten years."

Amendment of section 11.

11. In section 11 of the principal Act,—

(I) in clause (b), the words "Vice-Chairman or" shall be omitted;

(II) clause (c) and clause (d) shall be omitted; and

(III) in clause (e), the words "or Vice-Chairman" at both the places where they occur shall be omitted:

(IV) in clause (f), the word "Vice-Chairman" at both the places where they occur shall be omitted.

Substitution of new section for section 12.

Financial and administrative powers of the Chairman.

12. For section 12 of the principal Act, the following section shall be substituted, namely:—

"12. (1) The Chairman shall exercise such financial and administrative powers over the Benches as may be vested in him under the rules made by the appropriate Government.

(2) The appropriate Government may designate one or more Members to be the Vice-Chairman or, as the case may be, Vice-Chairmen thereof and the Members so designated shall exercise such of the powers and perform such of the functions of the Chairman as may be delegated to him by the Chairman by a general or special order in writing."

Amendment of section 31.

13. In section 31 of the principal Act, for the words "Chairman, Vice-Chairman and other Members", the words "Chairman and other Members" shall be substituted.

Amendment of section 32.

14. In section 32 of the principal Act, the word "Vice-Chairman" wherever it occurs shall be omitted.

Amendment of section 35.

15. In section 35 of the principal Act, in sub-section (2),—

(i) in clause (b), for the words "Chairman, Vice-Chairman or other Member", the words "Chairman or other Member" shall be substituted;

(ii) in clause (c), for the words "Chairman, Vice-Chairman and other Members", the words "Chairman and other Members" shall be substituted.

K. N. CHATURVEDI,
Secy. to the Govt. of India.



भारत का राजपत्र

The Gazette of India

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(कार्मिक और प्रशिक्षण विभाग)

अधिसूचना

नई दिल्ली, 7 फरवरी, 2000

सा. का. नि. 91(अ).— केन्द्रीय सरकार प्रशासनिक अधिकरण अधिनियम, 1985 §1985 का 13§ की धारा 35 की उपधारा §1§ और उपधारा §2§ के खंड §स§ के साथ पठित धारा 9 की उपधारा §3§ द्वारा प्रवृत्त शक्तियों का प्रयोग करते हुए, निम्नलिखित नियम बनाती है, अर्थात् :-

1. संक्षिप्त नाम और प्रारम्भ--§1§ इन नियमों का संक्षिप्त नाम प्रशासनिक अधिकरण §अध्यक्ष, उपाध्यक्ष और अन्य सदस्यों के फदाचर या असमर्थता के अन्वेषण के लिए प्रक्रिया§ नियम, 2000 है ।

§2§ ये राजपत्र में प्रकाशन की तारीख को प्रवृत्त होंगे ।

2. लागू होने का विस्तार -- ये नियम उक्त अधिनियम के अधीन स्थापित केन्द्रीय प्रशासनिक अधिकरण, राज्यों के प्रशासनिक अधिकरणों और दो या अधिक राज्यों के लिए संयुक्त प्रशासनिक अधिकरण के प्रत्येक अध्यक्ष, उपाध्यक्ष, प्रशासनिक सदस्य और न्यायिक सदस्य को लागू होंगे ।

3. परिभाषाएं --§1§ इन नियमों में जब तक संदर्भ से अन्यथा अपेक्षित न हो--

§क§ "अधिनियम" से प्रशासनिक अधिकरण अधिनियम, 1985 §1985 का 13§ अभिप्रेत है ;

§ख§ "प्रशासनिक सदस्य" से उक्त अधिनियम के अधीन स्थापित केन्द्रीय प्रशासनिक अधिकरण, यथास्थिति राज्यों के प्रशासनिक अधिकरणों और दो या अधिक राज्यों के लिए संयुक्त प्रशासनिक अधिकरण का वह सदस्य जो धारा 3 के खंड §1§ के अर्थात्गत न्यायिक सदस्य नहीं है ;

§ 7। "अध्यक्ष" से अधिकरण का अध्यक्ष अभिप्रेत है और इसमें धारा 7 के अनुसार अध्यक्ष के रूप में कार्य करने के लिए प्राधिकृत उपाध्यक्ष भी सम्मिलित है ;

§ 8। "समिति" से नियम 4 के उपनियम 12। में निर्दिष्ट समिति अभिप्रेत है ;

§ 9। "न्यायाधीश" से राष्ट्रपति द्वारा नियम 5 के उपनियम 12। के अधीन जांच करने के लिए नियुक्त उच्चतम न्यायालय का कोई आसीन न्यायाधीश अभिप्रेत है ;

§ 10। "न्यायिक सदस्य" से उक्त अधिनियम के अधीन नियुक्त अधिकरण का सदस्य अभिप्रेत है और इसमें वह अध्यक्ष या उपाध्यक्ष भी सम्मिलित है जो धारा 6 की उपधारा 3। में विनिर्दिष्ट कोई अर्हताएं रखता है ;

§ 11। "सदस्य" से अधिकरण का कोई सदस्य न्यायिक या प्रशासनिक। अभिप्रेत है और इसमें अध्यक्ष और उपाध्यक्ष सम्मिलित है ;

§ 12। "धारा" से अधिनियम की कोई धारा अभिप्रेत है ;

§ 13। "अधिकरण" से उक्त अधिनियम के अधीन स्थापित केन्द्रीय प्रशासनिक अधिकरण या राज्य प्रशासनिक अधिकरण या कोई संयुक्त प्रशासनिक अधिकरण अभिप्रेत है ;

§ 14। "उपाध्यक्ष" से अधिकरण का कोई उपाध्यक्ष अभिप्रेत है ।

12। उन शर्तों और पदों के, जो इसमें प्रयुक्त हैं और परिभाषित नहीं हैं किन्तु प्रशासनिक अधिकरण अधिनियम, 1985 1985 का 13। में परिभाषित हैं वहीं अर्थ होंगे जो अधिनियम में हैं ।

4. शिकायतों के अन्वेषण के लिए समिति --11। यदि केन्द्रीय सरकार द्वारा कोई लिखित शिकायत प्राप्त की जाती है जिसमें किसी सदस्य के संबंध में कदाचार या अपने पद के कृत्यों का निष्पादन करने में असमर्थता के निरिचत आरोप अभिकथित किए गए हों तो वह ऐसी शिकायत की प्रारंभिक छानबीन करेगी ।

12। यदि प्रारंभिक छानबीन के पश्चात् केन्द्रीय सरकार अभिकथन का अन्वेषण करना आवश्यक समझती है तो वह उस शिकायत को, उपलब्ध समर्थक सामग्री सहित शिकायत में किए गए अभिकथनों के आरोपों का अन्वेषण करने के लिए समिति के समक्ष रखेगी जिसमें निम्नलिखित अधिकारी होंगे :-

- § 11 § मंत्रिमण्डल सचिव - अध्यक्ष ;
 § 11 § सचिव, कर्मिक, लोक-शिक्षण और पेंशन मंत्रालय - सदस्य ;
 § 11 § सचिव, विधि कर्म विभाग, विधि, न्याय और कंपनी - सदस्य ;
 कर्म मंत्रालय

§ 3 § समिति अन्वेषण के लिए प्रक्रिया और पद्धति स्वयं सोजेगी जिसमें परिवारी का साक्ष्य अमिलित्वित करना और इन नियमों के अधीन उच्चतम न्यायालय के किसी न्यायाधीश द्वारा की जाने वाली जांच से सुसंगत सामग्री का संग्रहण भी सम्मिलित है ।

§ 4 § समिति अपने निष्कर्ष राष्ट्रपति को, यथासंभवशीघ्र, राष्ट्रपति द्वारा इस निमित्त विनिर्दिष्ट की जाने वाली अवधि के भीतर प्रस्तुत करेगी ।

5, न्यायाधीश का जांच करना -- § 11 § यदि राष्ट्रपति की यह राय हो कि किसी सदस्य पर कदाचार या असमर्थता के अभ्यारोपण के सत्य की जांच करने के लिए युक्तियुक्त आधार हैं तो वे, भारत के मुख्य न्यायमूर्ति को एक निर्देश करेंगे जिसमें यह अनुरोध होगा कि जांच करने के लिए उच्चतम न्यायालय के एक न्यायाधीश को नामनिर्दिष्ट किया जाए ।

§ 2 § राष्ट्रपति, आदेश द्वारा, भारत के मुख्य न्यायमूर्ति द्वारा जांच करने के प्रयोजनार्थ नामनिर्दिष्ट उच्चतम न्यायालय के न्यायाधीश को नियुक्त करेंगे ।

§ 3 § उपनियम § 2 § के अधीन न्यायाधीश की नियुक्ति की सूचना संबंधित सदस्य को दी जाएगी ।

§ 4 § राष्ट्रपति, उक्त न्यायाधीश को निम्नलिखित की एक प्रति भेजेंगे --

- § क § संबंधित सदस्य के विरुद्ध आरोप की मर्तें और अभ्यारोपण का कथन ;
 § ख § साक्षियों का कथन, यदि कोई हो ; और
 § ग § जांच से सुसंगत तात्विक दस्तावेज ।

§ 5 § उपनियम § 2 § के अधीन नियुक्त किया गया न्यायाधीश, राष्ट्रपति द्वारा विनिर्दिष्ट किए गए समय या अतिरिक्त समय के भीतर जांच पूर्ण करेगा ।

§ 6 § संबंधित सदस्य को, न्यायाधीश द्वारा इस निमित्त विनिर्दिष्ट किए जाने वाले समय के भीतर प्रतिरक्षा का एक लिखित कथन प्रस्तुत करने का युक्तियुक्त अवसर दिया जाएगा ।

§ 7 § जहां यह अभिकथित है कि संबंधित सदस्य किसी शारीरिक या मानसिक असमर्थता के कारण अपने पद के कर्तव्यों का निर्वहन करने में असमर्थ है और उस अभिकथन से

इंकार किया जाता है, तो न्यायाधीश, राष्ट्रपति द्वारा इस प्रयोजनार्थ नियुक्त किए जाने वाले चिकित्सा बोर्ड द्वारा सदस्य की चिकित्सीय परीक्षा का प्रबंध करेगा और संबंधित सदस्य, न्यायाधीश द्वारा इस निमित्त विनिर्दिष्ट किए जाने वाले समय के भीतर ऐसी चिकित्सीय परीक्षा के लिए स्वयं को प्रस्तुत करेगा।

§ 8§ चिकित्सा बोर्ड सदस्य की आवश्यक समझी जाने वाली चिकित्सीय परीक्षा करेगा और न्यायाधीश को एक रिपोर्ट प्रस्तुत करेगा जिसमें यह कथित होगा कि क्या असमर्थता ऐसी है जिससे सदस्य अपने पद पर बने रहने के अयोग्य है।

§ 9§ यदि सदस्य ऐसी चिकित्सीय परीक्षा करवाने से इंकार करता है जो चिकित्सा बोर्ड द्वारा आवश्यक समझी जाए तो बोर्ड, न्यायाधीश को एक रिपोर्ट प्रस्तुत करेगा जिसमें यह कथित होगा कि सदस्य ने कौन सी परीक्षा करवाने से इंकार किया है और न्यायाधीश, ऐसी रिपोर्ट प्राप्त होने पर यह उपधारणा बनाएगा कि सदस्य उस शारीरिक या मानसिक असमर्थता से पीड़ित है जो सदस्य में अभ्यारोपित है।

§ 10§ न्यायाधीश, सदस्य के लिखित कथन और चिकित्सीय रिपोर्ट, यदि कोई हों, पर विचार करने के पश्चात् उपनियम § 5§ के खण्ड § क§ में निर्दिष्ट आरोपों में संशोधन कर सकेगा और ऐसी दशा में, सदस्य को प्रतिरक्षा का एक नया लिखित कथन प्रस्तुत करने का युक्तियुक्त अवसर दिया जाएगा।

§ 11§ केन्द्रीय सरकार सदस्य के विरुद्ध मामला प्रस्तुत करने के लिए उस सरकार का कोई अधिकारी या एक अधिवक्ता नियुक्त करेगी।

§ 12§ जहाँ केन्द्रीय सरकार ने अपना मामला न्यायाधीश के समक्ष प्रस्तुत करने के लिए कोई अधिवक्ता नियुक्त किया हो, वहाँ संबंधित सदस्य को भी उसके द्वारा चयनित किसी अधिवक्ता द्वारा उसका मामला प्रस्तुत करने के लिए अनुज्ञात किया जाएगा।

6. विभागीय जांच § सक्षियों का हजिर कराना तथा वस्तावेज पेश कराना। अधिनियम, 1972 का इन नियमों के अधीन जांचों को लागू होना — विभागीय जांच § सक्षियों का हजिर कराना तथा वस्तावेज पेश कराना। अधिनियम, 1972 § 1972 का 18§ के उपबंध इन नियमों के अधीन की गई जांचों को वैसे ही लागू होंगे जैसे वे विभागीय जांचों को लागू होते हैं।

7. न्यायाधीश की शक्तियाँ—न्यायाधीश, सिविल प्रक्रिया संहिता, 1908 § 1908 का 5§ द्वारा अधिकृत प्रक्रिया द्वारा बाध्य नहीं होगा किन्तु नैसर्गिक न्याय के सिद्धान्तों से मार्गदर्शित होगा और उसे अपनी प्रक्रिया विनियमित करने की शक्ति होगी जिसमें जांच के स्थान और समय का नियत करना भी है।

8. सदस्य का निर्वाचन—नियम 4 में अंतर्निहित किसी बात के होते हुए भी और उक्त नियम के अनुसार किए गए किसी कार्य पर प्रतिवृत्त प्रभाव वाले बिना राष्ट्रपति, आरोपों की गंभीरता को दृष्टि में रखते हुए अधिकरण के उस सदस्य को जिसके विरुद्ध कोई शिक्कयत अन्वेषण या जांच के अधीन हैं, निलंबित कर सेंगे ।

9. निर्वाह मत्ता -- किसी निलंबित सदस्य को निर्वाह मत्ते का संवाय, अखिल भारतीय सेवा के भारत सरकार के सचिव को तत्समय लागू नियमों और आदेशों के अनुसार विनियमित किया जाएगा ।

10. जांच रिपोर्ट—अन्वेषण पूर्ण होने के पश्चात्, न्यायाधीश राष्ट्रपति को अपनी रिपोर्ट प्रस्तुत करेगा जिसमें आरोपों की प्रत्येक मव पर उसके निष्कर्ष और उनके लिए कारण प्रयुक्त-प्रयुक्त कथित होंगे और संपूर्ण केस पर ऐसे संश्लेषण होंगे जो वह उचित समझे ।

[फा. सं. ए-11013/10/98-ए.टी.]

आर. के. टण्डन, संयुक्त सचिव

MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES AND PENSIONS

(Department of Personnel and Training)

NOTIFICATION

New Delhi, the 7th February, 2000

G. S. R. 91(E).— In exercise of the powers conferred by sub-section (3) of section 9 read with sub-section (1) and clause (b) of sub-section (2) of section 35 of the Administrative Tribunals Act, 1985 (13 of 1985), the Central Government hereby makes the following rules, namely:-

1. **Short title and commencement.**-(1) These rules may be called the Administrative Tribunals (Procedure for investigation of misbehaviour or incapacity of Chairmen, Vice-Chairmen and other Members) Rules, 2000.

(2) They shall come into force on the date of their publication in the Official Gazette.

2. Extent of application.—These rules shall be applicable to every Chairman, Vice-Chairman, Administrative Member and Judicial Member of the Central Administrative Tribunal, Administrative Tribunals for States and Joint Administrative Tribunal for two or more States established under the Act.

3. Definitions.—(1) In these rules, unless the context otherwise requires,—

(a) “Act” means the Administrative Tribunals Act, 1985 (13 of 1985);

(b) “Administrative Member” means a Member of the Central Administrative Tribunal, Administrative Tribunal for a State or, as the case may be, of a Joint Administrative Tribunal for two or more States established under the Act who is not a Judicial Member within the meaning of clause (i) of section 3;

(c) “Chairman” means a Chairman of a Tribunal and includes a Vice-Chairman authorised to act as the Chairman in accordance with section 7;

(d) “Committee” means the Committee referred to in sub-rule (2) of rule 4;

(e) “Judge” means a sitting Judge of the Supreme Court appointed by the President under sub-rule (2) of rule 5 to conduct the inquiry;

(f) “Judicial Member” means a Member of a Tribunal appointed as such under the Act, and includes the Chairman or a Vice-Chairman who possesses any of the qualifications specified in sub-section (3) of section 6;

(g) “Member” means a Member (whether Judicial or Administrative) of a Tribunal, and includes a Chairman and a Vice-Chairman;

(h) “section” means a section of the Act;

(i) “Tribunal” means the Central Administrative Tribunal or a State Administrative Tribunal or a Joint Administrative Tribunal established under the Act;

(j) “Vice-Chairman” means a Vice-Chairman of a Tribunal.

(2) Words and expressions used herein and not defined but defined in the Administrative Tribunals Act, 1985 (13 of 1985) shall have the meaning respectively assigned to them in that Act.

4. Committee for investigation of complaints.—(1) If a written complaint, alleging any definite charges of misbehaviour or incapacity to perform the functions of the office in respect of a Member, is received by the Central Government, it shall make a preliminary scrutiny of such complaint.

(2) If, on preliminary scrutiny, the Central Government considers it necessary to investigate into the allegation, it shall place the complaint together with supporting material as may be available, before a Committee consisting of the following officers to investigate the charges of allegations made in the complaint:-

(i) Cabinet Secretary - Chairman;

(ii) Secretary, Ministry of Personnel, Public Grievances and Pensions - Member;

(iii) Secretary, Department of Legal Affairs, Ministry of Law, Justice and Company Affairs - Member.

(3) The Committee shall devise its own procedure and method of investigation which may include recording of evidence of the complainant and collection of material relevant to the inquiry which may be conducted by a Judge of the Supreme Court under these rules.

(4) The Committee shall submit its findings to the President as early as possible within a period that may be specified by the President in this behalf.

5. Judge to conduct inquiry.-(1) If the President is of the opinion that there are reasonable grounds for making an inquiry into the truth of any imputation of misbehaviour or incapacity of a Member, he shall make a reference to the Chief Justice of India requesting him to nominate a Judge of the Supreme Court to conduct the inquiry.

(2) The President shall, by order, appoint the Judge of the Supreme Court nominated by the Chief Justice of India for the purpose of conducting the inquiry.

(3) Notice of appointment of a Judge under sub-rule (2) shall be given to the Member concerned.

(4) The President shall forward to the Judge a copy of -

- (a) the articles of charges against the Member concerned and the statement of imputations;
- (b) the statement of witnesses, if any ; and
- (c) material documents relevant to the inquiry.

(5) The Judge appointed under sub-rule (2) shall complete the inquiry within such time or further time as may be specified by the President.

(6) The Member concerned shall be given a reasonable opportunity of presenting a written statement of defence within such time as may be specified in this behalf by the Judge.

(7) Where it is alleged that the Member concerned is unable to discharge the duties of his office efficiently due to any physical or mental incapacity and the allegation is denied, the Judge may arrange for the medical examination of the Member by such Medical Board as may be appointed for the purpose by the President and the Member concerned shall submit himself to such medical examination within the time specified in this behalf by the Judge.

(8) The Medical Board shall undertake such medical examination of the Member as may be considered necessary and submit a report to the Judge stating therein whether the incapacity is such as to render the Member unfit to continue in office.

(9) If the Member refuses to undergo such medical examination as considered necessary by the Medical Board, the Board shall submit a report to the Judge stating therein the examination which the Member has refused to undergo, and the Judge may, on receipt of such report, presume that the Member suffers from such physical or mental incapacity as is alleged in the Member.

(10) The Judge may, after considering the written statement of the Member and the Medical Report, if any, amend the charges referred to in clause (a) of sub-rule (5) and in such a case, the Member shall be given a reasonable opportunity of presenting a fresh written statement of defence.

(11) The Central Government shall appoint an officer of that Government or an advocate to present the case against the Member.

(12) Where the Central Government has appointed an advocate to present its case before the Judge, the Member concerned shall also be allowed to present his case by an advocate chosen by him.

6. Application of the Departmental Inquiries (Enforcement of Witness and Production of Documents) Act, 1972 to inquiries under these rules.-The provisions of the Departmental Inquiries (Enforcement of Witness and Production of Documents) Act, 1972 (18 of 1972), shall apply to the inquiries made under these rules as they apply to departmental inquiries.

7. Powers of Judge.-The Judge shall not be bound by the procedure to be laid down by the Code of Civil Procedure, 1908 (5 of 1908) but shall be guided by the principles of natural justice and shall have power to regulate his own procedure including the fixing of places and times of his inquiry.

8. Suspension of Member.- Notwithstanding anything contained in rule 4 and without any prejudice to any action being taken in accordance with the said rule, the President, keeping in view the gravity of charges may suspend the Member of the Tribunal against whom a complaint is under investigation or inquiry.

9. Subsistence allowance.- The payment of subsistence allowance to a Member under suspension shall be regulated in accordance with the rules and orders for the time being applicable to a Secretary to the Government of India belonging to the Indian Administrative Service.

10. Inquiry Report.- After the conclusion of the investigation, the Judge shall submit his report to the President stating therein his findings and the reasons therefor on each of the articles of charges separately with such observations on the whole case as he thinks fit.

[No. A-11013/10/98-AT]

R. K. TANDON, Jt. Secy.